



## **Accounts Receivable**

*with Customer Management, Invoicing and EFT Processing  
Part #104*

***User Manual***





**Version 7.3**

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## CHAPTER 1 INTRODUCTION

Simply stated, the purpose of an Accounts Receivable system is to track all dollars owed to you, for which you have not been paid. Normally, these “*receivables*” are the results of credit sales of goods and/or services to your customers. The **Infinity POWER Accounts Receivable** system expands on this simplified description to bring you a very sophisticated integration of a complete billing module, accounts receivable tracking, and analytical sales reporting system.

The billing options provide “*on-line*” and/or “*after-the-fact*” transaction processing of Invoices, Project Billings, Credit Memos, Debit Memos, Adjustments, Finance Charges, Retainage, Deposits and Payments. The use of **Multiple Accounts Receivable Accounts** may be accomplished through the set up of special Sales Codes to handle the General Ledger Entries to specific Accounts Receivable chart of account numbers.

The system allows the definition of a default AR Sales Code to each customer. However, at the time of Invoice Entry or Sales Order Entry, you may change the default AR Sales Code to one of your choice. This feature is accessible by answering a question in the **Accounts Receivable Master Configuration** under the **Invoice Format** screen.

Multi-Cycle Invoicing features are also provided. In addition, multiple transaction form selections are available in preprinted formats. The **Accounts Receivable** module allows you to automatically calculate the suggested amount of billing for each project or job that you are currently working on.

You may also print the Suggested Billing report, make adjustments, print the Application for Payment/Draw (**AIA**) report, and perform project billing. The system will also automatically calculate and track customer retainage amounts.

This process includes the printing of the invoice, the update of the Accounts Receivable files and agings, and the update of all project files in the **Job Cost Main Module**. The Accounts Receivable options provide detailed agings, based on user-definable aging categories, by customer and/or manager. In addition, finance charges may be automatically calculated on past due accounts.

“**Dating**” on invoices is also possible by specifying the number of payments you wish a customer to make, including any deposit amounts and separate agings for each scheduled payment that will occur. Both monthly statements and year-end finance charge statements are also available with multiple form selections.

One very important aspect of processing transactions in a sales environment is accepting credit cards as payment for goods or services. Electronic Draft Capture (**EDC**) provides significant advantages to all parties involved in a retail credit transaction. For buyer and seller, credit authorization requests are electronically sent to the authorizing institution for immediate approval (*or denial*). This eliminates the time and effort involved in making a manual telephone inquiry.

For the seller, **EDC** eliminates the manual collection and submission of credit claims, and expedites seller reimbursement. There are, however, certain basic requirements that must be met to allow this process to occur. Your computer system must first be equipped with a telephone modem.

Two types of information must be provided to the **Accounts Receivable** module before using the **EDC** capability:

- Access to the EDC credit card network (MAPP, NOVA, PCCharge or IC VERIFY); and
- Designating which payment methods use EDC. Once supplied, set-up information need be changed only as user's needs change, or in rare circumstances, as physical access to the EDC network changes.

### **NOTE**

Before you will be able to activate your **Infinity POWER** Accounts Receivable draft capture, it is mandatory that you contact a company that can provide you with electronic bank draft capture services through **MAPP (MasterCard Automated Point-of-Sale Program) which has been bought by Global Payment Systems, NOVA Corporation, PCCharge by GO Software or IC Verify**. All of these processors are major international credit processing firms that are capable of providing virtually all types of credit card processing capabilities for your firm.

This would include credit cards such as **MasterCard, VISA, American Express, Discover** and many others. Their firm uses local independent sales organizations (**ISOs**) to process all applications from merchants and make all of the necessary inspections that are required to be able to process electronically.

The sales analysis options provide numerous trend analysis reports, sales journals, commission reports, and graphs based on customer and manager information. All reports may also print by sales region, if you prefer. As you can see, the Accounts Receivable system not only provides you with the management tools necessary to keep a close watch over your customers' outstanding account balances, but also provides appropriate level of integration with the Job Cost module to assist you with complete project management.

## **CUSTOMER ACCOUNT METHODS**

The Accounts Receivable system allows you to track customer balances using two different methods:

- 1. Open Items**
- 2. Balance Forward**

The methods may be defined on a customer by customer basis so that certain customers may use the open item method and others may use the balance forward. The following describes these methods:

### **Open Item**

This method allows you to track each unpaid invoice (*or other transaction*) as an individual item for aging purposes. These *“open items”* remain listed in your customers' records until individual payments or credit memos are applied directly to each one. Payments, deposits and credit memos, may also be entered into a customer's account as open items to be matched with specific invoices at a later date. This allows a more detailed statement, showing all transactions, not only open items unpaid.

Partial payments and payment discounts may also be made on an invoice by invoice level. Each customer may have a maximum of **5000** open items at any one time. Please note that each open item will *“age”* according to its specific due date.

### **Balance Forward**

This method allows you to summarize all transactions within a particular time period into one *“balance forward”* amount for aging purposes. Normally, this method is used when it is not necessary to maintain a detailed open item list by customer. Instead, only a separate balance forward amount is stored for each statement cycle (*normally monthly*).

The following steps are normally utilized in the balance forward method:

1. Invoices and other transactions are written and/or posted on a daily basis.
2. Any payments received are entered as unapplied cash (not applied to specific invoices).
3. Finance charges may optionally be calculated and posted to the customers' account at this point.
4. At the end of a billing cycle, (normally monthly) statements are printed and sent to customers as a billing reminder. These statements show previous balance forward amounts, as well as the current period open items (mentioned in #1 and #2 above).
5. Agings may also be printed for in-house use.
6. You may now select the program option to consolidate the new balance forward amount. This option takes all current period payments and applies them to the oldest balance forward amounts. Then, all remaining open items are consolidated into a single balance forward amount with an aging due date equal to the current system date.
7. You are now ready to start the cycle over again.

Your selection of either of the above methods is simply one of preference. The primary operational advantages between methods are as follows:

- **Open Items** provides a perpetual, detailed record of each open item.
- **Balance Forward** allows you to post payments against an account without having to maintain the detail of each account on a monthly basis.

## AGING CATEGORIES

The Accounts Receivable system allows you to define your aging category headings and day ranges. Crucial to the calculation of all agings is your customer terms. Terms may be defined differently for each customer, if you prefer; however, all terms must be one of three types:

- **Net Days.** A number of days from invoice date (*999 day maximum*).
- **Net Days EOM.** A specified number of days from the end of the current month (*999 days maximum*).
- **Specific Due Date.** A specified date between 1960 and 2059.

Payment discounts may be handled by all three term types. Each transaction will be aged according to its specific terms. Unapplied payments are the only exception. These transactions are always applied to the oldest aging category that has an amount due.

The system provides five aging categories. The first category is “**current.**” This category will include the amounts of all open items which have a due date on or after the aging date. These items are not yet due, so they are “**current,**” regardless of invoice terms. Categories 2 through 5 are user-definable, based on the number of days past due. You may define the description and the maximum number of days past due to be included in each category.

For instance, if your terms are **Net 30 Days**, you might want to set up the following aging categories:

- **Current (predefined)**
- **31 to 60 days (maximum = 30)**
- **61 to 90 days (maximum = 60)**
- **91 to 120 days (maximum days = 90)**
- **Over 120 (all remaining items)**

All invoices that are not yet past due would be in category #1. Invoices from 1 to 30 days **past due** would be in category #2. 31 to 60 days **past due** in category #3; 61 to 90 days past due in category #4; and all other open items in category #5.

## ACCOUNTS RECEIVABLE PROCESSING CYCLE

There are several optional features available throughout the Accounts Receivable module dealing with customers, managers, tax reporting and commission reporting. The following outlines the basic functions and cycles most important in good Accounts Receivable processing.

1. Enter the original transaction (**“Write/Record Invoices” option**). This includes Invoices, Credit and Debit Memos, Adjustments, Finance Charges, Retainage, and Proposals.
2. Post any payments or deposits to a customer's account through the **“Record Payments & Deposits”** option.
3. If posting to the General Ledger in summary, print the **“Sales Code Summary Report”** which will clear the current period totals and add them to the Month-To-Date sales amounts and update the integration file to General Ledger. If the option to **“Post to GL in Detail”** is turned to (Y)es, the integration file continually adds records until you choose to post the integration file in General Ledger.
4. Print the **“Sales Journal” (Detailed or Summarized)** and verify that all postings you have made are reflected by the system. This provides you with the necessary auditing tools for good accounting procedures.
5. Print the **“Detailed Aging Report”** to verify all transactions or open items have been posted properly to each customer's account. Print the **“Sales Journal by Customer”** to simplify the verification of each open item.

This report will automatically summarize all outstanding transactions by aging category to reflect the status of each customer as well as all customers combined. This is the most important report in the system for managing a company's cash receipts and collections efforts.

6. Print customer statements to notify customers of the status of their account and collect your money on a timely basis.

You may then choose to utilize many of the additional reporting and processing features throughout the Accounts Receivable module to streamline your processing needs.

## CASH VS. ACCRUAL METHOD

The Accounts Receivable system is designed to process General Ledger summaries and updates, in an accrual accounting manner. However, you may process on a cash basis by following these simple steps:

1. Set up the main Accounts Receivable and Tax Accrual account numbers to be the same as your Sales account numbers.
2. When the summarized General Ledger Journal Entry is printed and/or posted, the sales account will calculate the proper sales amount based on the cash basis.
3. An adjusting journal entry may be necessary to record the proper tax liability, based on the cash basis sales.

### Example:

Suppose the following journal entry summarizes your monthly accounts receivable activity, based on the accrual basis:

Account Description	Debit	Credit
<b>1. Sales Journal Entry</b>		
Accounts Receivable	100.00	
Sales Account	95.00	
Sales Tax Accrual		5.00
<b>2. Receipts Journal Entry</b>		
Cash in Bank	200.00	
Accounts Receivable		200.00



If you combined the Accounts Receivable and Sales Tax Accrual accounts into the Sales accounts, as described above, you would now have the following journal entries:

Account Description	Debit	Credit
<b>SALES JOURNAL ENTRY</b>		
Sales Account	100.00	
Sales Account		95.00
Sales Account		5.00
<b>RECEIPTS JOURNAL ENTRY</b>		
Cash in Bank	200.00	
Sales Account		200.00

This would further summarize as:

Account Description	Debit	Credit
<b>SALES JOURNAL ENTRY</b>		
Cash in Bank	200.00	
Sales Account		200.00

The Sales Tax Adjustment might be as follows:

Account Description	Debit	Credit
<b>SALES TAX ADJUSTMENT (5%)</b>		
Sales Tax Accrual		10.00
Sales Account	10.00	200.00

#### **NOTE**

All examples and discussions in this manual, except where noted, use the accrual basis of accounting for posting to the General Ledger. Certain reports such as the Sales Tax Report also utilize the accrual basis for its calculations. Because of the process shown in the examples above, it is recommended that the accrual method be used for sales tax reporting.

## **MULTIPLE AR ACCOUNT PROCESSING**

This section includes a brief overview of how Multiple Accounts Receivable Account processing can be accomplished in the **Infinity POWER Accounts Receivable** module. This feature also is accessible through the Sales Order Entry and the Point of Sale systems. This feature allows the system to categorize certain transactions to specific Accounts Receivable accounts set up in the General Ledger system. This is accomplished through the set up of the *Accounts Receivable Master Configuration* and the use of AR Sales Codes.

During the set up of AR Sales Codes, you will define a specific Accounts Receivable Account to be used. On each customer's record, you may define a **“default”** AR Sales Code to be used each time that customer is invoiced or a payment is posted to their account. However, at the time of Invoice or Payment entry in Accounts Receivable, or

Sales Order entry and even Point of Sale entry, you have the choice of changing the “**default**” AR Sales Code attached to the customer to another AR Sales Code of your choice.

When posting of the Accounts Receivable Integration Files is selected in the General Ledger system, all transactions entered will be distributed to the appropriate Accounts Receivable chart of account numbers. To reconcile with the multiple Accounts Receivable accounts in the General Ledger, the **Accounts Receivable** system includes a Customer Aging Report which allows you to specify the AR Sales Code you wish to include on the report. This variation of the report provides you with all open items for that particular Accounts Receivable Account.

## SYSTEM INTEGRATION

This section includes a brief overview of how the Accounts Receivable module integrates with various other accounting modules. These modules include: **General Ledger, Job Cost Main Module, Manufacturing Inventory Management, Sales Order Entry, Point of Sale and Check Reconciliation.**

### Integration with General Ledger

If the Accounts Receivable module is interactive with the General Ledger system, the General Ledger will be updated periodically after printing the current Sales Code Summary Report, or directly if the option to “*Post to GL in Detail*” is set to (Y)es in the Master Configuration.

Each sales code has a General Ledger account associated with it that will be used in the batch journal entry. This journal entry may be posted daily, weekly or monthly. The following displays the typical journal entry:

Account Description	Debit	Credit
<b>SALES JOURNAL ENTRY</b>		
Accounts Receivable	X	
Revenue Acct – Proj. 1		X
Revenue Acct – Proj. 2		X
Revenue from Freight		X
Finance Charges Revenue		X
Sales Tax Accrual		X
Sales Discounts	X	
<b>COST OF SALES JOURNAL ENTRY</b>		
Cost of Sales – Proj. 1	X	
Cost of Sales – Proj. 2	X	
Work-In-Progress-Proj. 1		X
Work-In-Progress-Proj. 2		X
<b>CASH RECEIPTS JOURNAL ENTRY</b>		
Cash in Bank	X	
Payment Discounts	X	
Accounts Receivable		X

You may update your general ledger at any time by entering the General Ledger module and executing the “*Post Integration Files*” option. (See your General Ledger manual for details). Or, if you choose the option “*Automatically Post Integration Modules*” in the General Ledger Master Configuration, these same transactions

will be posted in real time to the General Ledger each time a transaction is entered into the Accounts Receivable system.

## Integration with Job Cost Main Module

If the Accounts Receivable module is interactive with the Job Cost Main Module, you may perform all billing functions, normally executed through those modules, in Accounts Receivable. You may also calculate, print, and edit the suggested billing amounts for costs recorded for each project, and then actually write the invoice.

The billing performed through the Account Receivable module is identical to the Job Cost option ***“Update Billing,”*** except that the General Ledger update is handled by the Accounts Receivable module.

To make sure that the General Ledger posting is done correctly, it is recommended that you set up a series of Sales Codes specifically for the interaction with Job Cost.

The Cost of Sales and Sales account for the Sales Code should match the accounts set up for the project's billing codes. The GL Asset Account of the Sales Codes should match the GL Work-In-Process Account for the Account Type's for the Project's cost code.

## Integration with Manufacturing Inventory Management

The Manufacturing Inventory Management interface is somewhat of a two way street; however, Accounts Receivable does all the work. When writing or recording invoices and other transactions in Accounts Receivable, the inventory item's default sales code, descriptions, unit of measure, costs, and price tables are retrieved.

If the ***“Unit of Measure Conversion”*** tables are set up on the Inventory Item(s), the system will prompt the user for the ***“unit of measure”*** for which you are selling the item. It will also retrieve the cost and pricing set up on that conversion table. The sales code, costs and prices are used to update the Accounts Receivable sales journal and historical files. The other information is printed on the invoice for billing description purposes.

The update performed in Manufacturing Inventory Management upon validation of these transactions is identical to the Manufacturing Inventory Management option of ***“Record Withdrawals,”*** except that the General Ledger update is handled by Accounts Receivable.

## Integration with Sales Order Entry

In order to use the Sales Order Entry module, you must process interactive with the Accounts Receivable module. All sales orders must be ***“attached”*** to specific customers in order to be processed. Customer name, bill-to and ship-to addresses, terms, tax rates, discount percent AR Sales Code, etc. are retrieved for use on each sales order.

Several reports, such as the Backorder Report by Customer, may be printed in the Sales Order Entry system. In addition, orders may be retrieved by customer name or number, as well as the customer's purchase order number. When the Manufacturing Order Entry module is used in conjunction with the Job Cost Main Module to track inventory sales which can be attributed to a job's profitability, the Accounts Receivable module plays a part in the functionality between these modules.

In the set up of the master customer record, you may define a default ***“Project Number.”*** This project number will be defaulted on all sales orders entered for this customer. The revenue associated with this sale will be tracked through Job Cost and applied to the profitability of this individual project.

After shipments have been recorded to a specific order, the Sales Order Entry system will generate an invoice and update the Accounts Receivable system in the same way as the Accounts Receivable option, ***“Write Invoices and Other Transactions.”***

## Integration with Point of Sale

The Accounts Receivable and Point of Sale modules are integrated through the use of common transaction, tax rate, sales code, salesman and register files. In a typical point of sale environment, the two systems co-exist

with all credit sales handled through either the Accounts Receivable **“Write Invoices and Other Transactions”** option or through the Point of Sale **“Record a Sale”** option, where all other sales are handled as well.

## Integration with Check Reconciliation

If Accounts Receivable is integrated with Check Reconciliation, the **“Print Deposit Register”** will prompt the user to post the entire deposit register amount to the Check Reconciliation. It will use bank account number defined on the cash receipts sales code used when recording payments. The system uses the current system date as the reference number in Check Reconciliation for the deposit. **EFT** transactions that are created in the Accounts Receivable module are not considered part of the daily deposit register. However, if **EFT** transactions are created in Accounts Receivable, these transactions will be added to the Check Reconciliation module as **“uncleared”** deposits after the **EFT** batch has been processed.

## DATA FILE DESCRIPTIONS

The Accounts Receivable module utilizes the following eleven data files:

1. Master Configuration
2. Customer File
3. Open Item File
4. Transaction File
5. Transaction Detail File
6. Salesman File
7. Tax Rate File
8. Sales Code File
9. Ship To Address File
10. Cycle Invoice File
11. General Ledger Integration File

The following table describes these files:

File Name	Description
<b>Master Configuration File</b> (filetype: AR00) (filenames: coAR0.dbf and coAR0.mdx, where “co” is the company number)	This file contains certain configuration information, such as your customer label, aging categories, preprinted form formats, systems to integrate with, etc.
<b>Customer File</b> (filetype: AR01) (filenames: coAR1dy.dbf and coAR1dy.mdx, where “dy” is the last 2 digits of the current year)	This file contains all overhead information pertinent to each customer, such as name, address, phone, fax, e-mail address, tax rates, terms, comments, etc. It also includes the summarized sales figures by month for the current fiscal year.
<b>Open Item File</b> (filetype: AR02) (filenames: coAR2.dbf and coAR2.mdx)	This file contains all the information concerning each customer's open items.
<b>Transaction File</b> (filetype: AR03) (filenames: coAR3dy.dbf and coAR3dy.mdx)	This file may be optionally used to maintain the sales and cash receipts journals for the entire year. If you wish to maintain transaction detail on a daily, weekly, or monthly basis, this file may be cleared out periodically at your discretion.  The information stored in this file varies between transaction types; however, all information entered for each transaction will be stored in this file.

<b>File Name</b>	<b>Description</b>
<b>Transaction Detail File</b> (filetype: AR04) (filenames: coAR4dy.dbf and coAR4dy.mdx)	This file may be optionally used to maintain the detail of each transaction in the transaction file for the entire year. If you wish to maintain transaction detail on a daily, weekly, or monthly basis, this file may be cleared out periodically at your discretion.  The information stored in this file includes the sales code, description, quantity, unit price, extended price, cost, and inventory item number ( <i>which may include Serial Number and Lot Number information</i> ) for each line of detail on the invoice.
<b>Salesman File</b> (filetype: AR05) (filenames: coAR5dy.dbf and coAR5dy.mdx)	This file contains each salesman's name, number, commission rates, and current year's sales summary information.
<b>Tax Rate File</b> (filetype: AR06) (filenames: coAR6dy.dbf and coAR6dy.mdx)	This file contains the sales tax rates and descriptions for each county or state.
<b>Sales Code File</b> (filetype: AR07) (filenames: coAR7dy.dbf and coAR7dy.mdx)	This file contains the sales codes' descriptions, taxable status, General Ledger accounts, unposted General Ledger summary amounts, and monthly sales and cost of sales summaries for the current year.
<b>Ship To Address File</b> (filetype: AR08) (filenames: coAR8dy.dbf and coAR8dy.mdx)	This file contains additional or multiple ship to addresses for each customer. It includes a location name or code, ship to name, ship to address, ship to city, state and zip. It also contains a contact name and phone number for this location. A salesman and tax rate may also be entered specifically by location.
<b>Cycle Invoice File</b> (filetype: AR10) (filenames: coARA.dbf and coARA.mdx)	This file contains all of the pertinent information necessary for the posting of each cycle invoice.
<b>Plan Assignment File</b> (filetype: AR15) (filenames: coARF.dbf and coARF.mdx)	This file contains all of the pertinent information regarding the various Inventory Price Plans that may be assigned on a customer by customer basis.
<b>Credit Card Info File</b> (filetype: AR23) (filenames: coARN.dbf and coARN.mdx)	This encrypted file contains credit card information for each customer, which includes credit card number, expiration date and customer billing information.
<b>General Ledger Integration File</b> (filename: AR2GL.co)	If you are processing interactive with General Ledger, all transactions which require General Ledger updates will post to this file. Once the update is performed in General Ledger, this file will be cleared and made ready for new transactions.



## PREPRINTED FORMS

This section outlines the various forms available for the **Accounts Receivable** module. As in our other modules, several types of forms may be used with this program. For convenience, custom forms modifications may be made to accommodate any specific needs of a particular business. The forms that are shipped standard with this module and the preprinted forms that are supported by the accounting system are described in the **Accounts Receivable** sections of the *Infinity POWER Supported Forms Reference Manual*. This can be found in the User Manuals section of the Data Pro web site and on the CD-ROM.

Preprinted forms will be illustrated in the **DPAForms** catalog in the Product Kit or on the CD-ROM. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need. Most of the forms illustrated in the **DPAForms** catalogue are also available in **“Laser Form”** format.

This means these versions of the forms are pre-cut to specifically meet the needs of the various HP LaserJet and compatible printers. **Infinity POWER** programs have already included the necessary forms files with your software for you to utilize this advanced feature. All forms that have an **“L”** in their form name have been modified to accommodate form printing on LaserJet printers.

To utilize any of the forms listed here, simply go to the **Accounts Receivable>Set Up and Maintenance>Change Master Configuration** option. In Change mode, select the **“Invoice Format”** and **“Stmt. Format”** tabs and input the name of the forms you want to use in the **“Invoice Form”** and **“Statement Form”** fields. This tells the system which forms you would like to use.

You may change forms styles as often as you would like and at any time.

## Customer Mailing Labels

The size label used for the printing of customer mailing labels is: **1” X 3 1/2”**

The Customer Mailing Label option allows you to choose how you want your labels to print. You may choose to print the customer's shipping address instead of their mailing address. The system allows you to customize the printing of your labels based on the label size you are using.

The system will prompt you for the following information. The following table describes customer mailing labels:

<b>Vertical Number of Lines per Form</b>	This field requires the number of lines per label. If your labels are one inch in length, this would calculate to be six ( <b>6</b> ) lines. For every inch in length consider six lines. For a three inch length label, it would be eighteen ( <b>18</b> ) lines.
<b>Horizontal Tab</b>	This field defines the number of characters to the left of the normal margin line to start printing the label information.
<b>Number of Labels Across</b>	This field tells the system how many labels you will have across the page.
<b>Width of Each Label</b>	This field defines the number of characters wide each label will be.

## MASKED FIELDS

The following field can be **“Masked”** when generating reports from the system:

**Sales Region**

## BAR CODE READER

This section discusses the usage of Bar Code Readers with the Accounts Receivable module. The Manufacturing Inventory Management system provides you with the ability to print Bar Code Price Labels which can be recognized by the system with an approved bar code reader.

- **Normal user readable text.**
- **Encoded quantity and price defaults for use with the Accounts Receivable module.**
- **First half of inventory item number.**
- **Second half of inventory item number, if greater than ten (10) characters.**

When using the bar code reader with **Accounts Receivable, Accounts Payable, Sales Order Entry, Purchase Order Entry, and Manufacturing Inventory Management**, pass the bar scanner over the item number in line #3 in an even motion until the scanner beeps. Then pass the scanner over line #4 in the same manner.

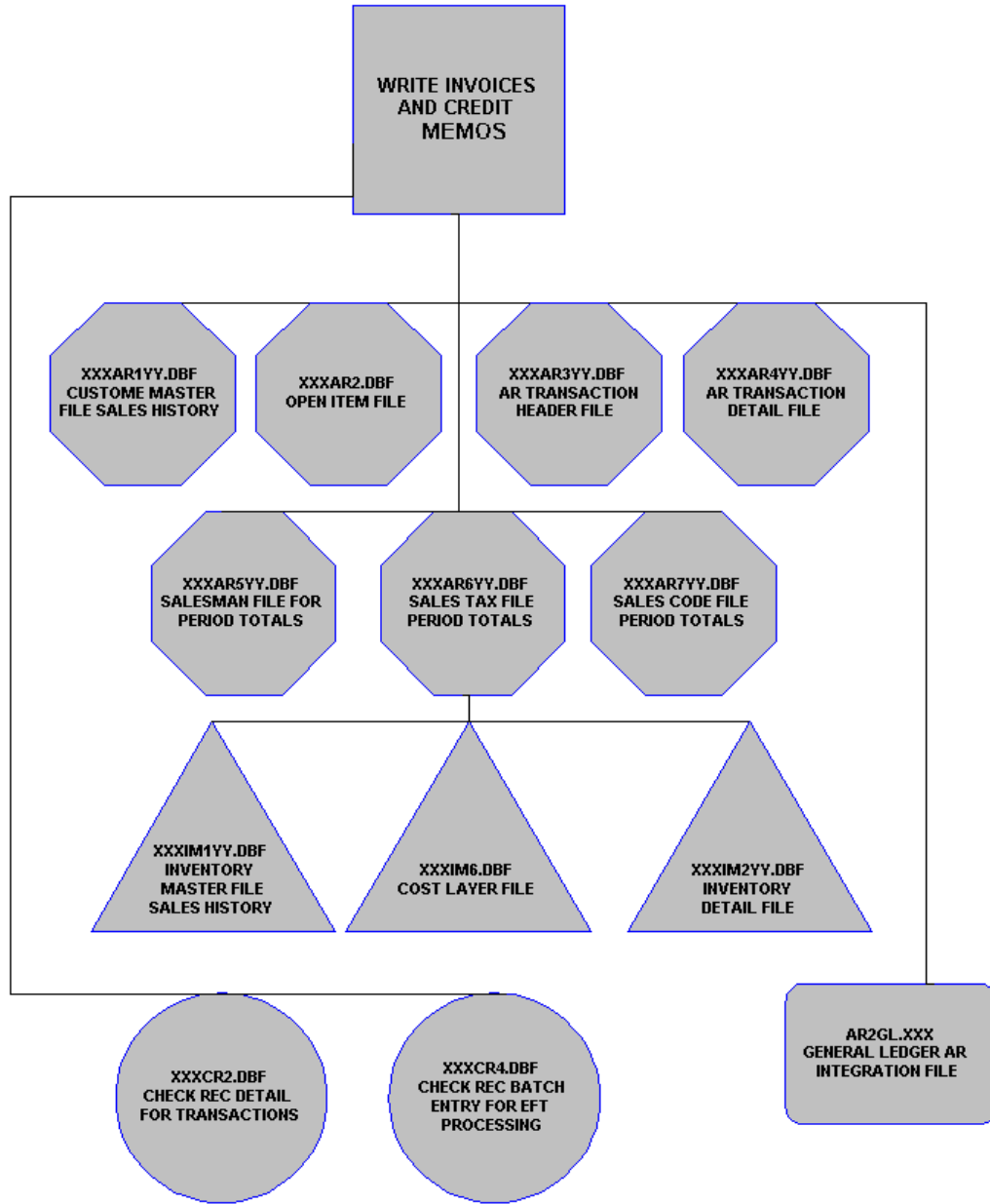
The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code. You may use the bar code entry method any time you are prompted by the system to enter the inventory item number, Serial Number or Lot Number.

## TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Accounts Receivable system.

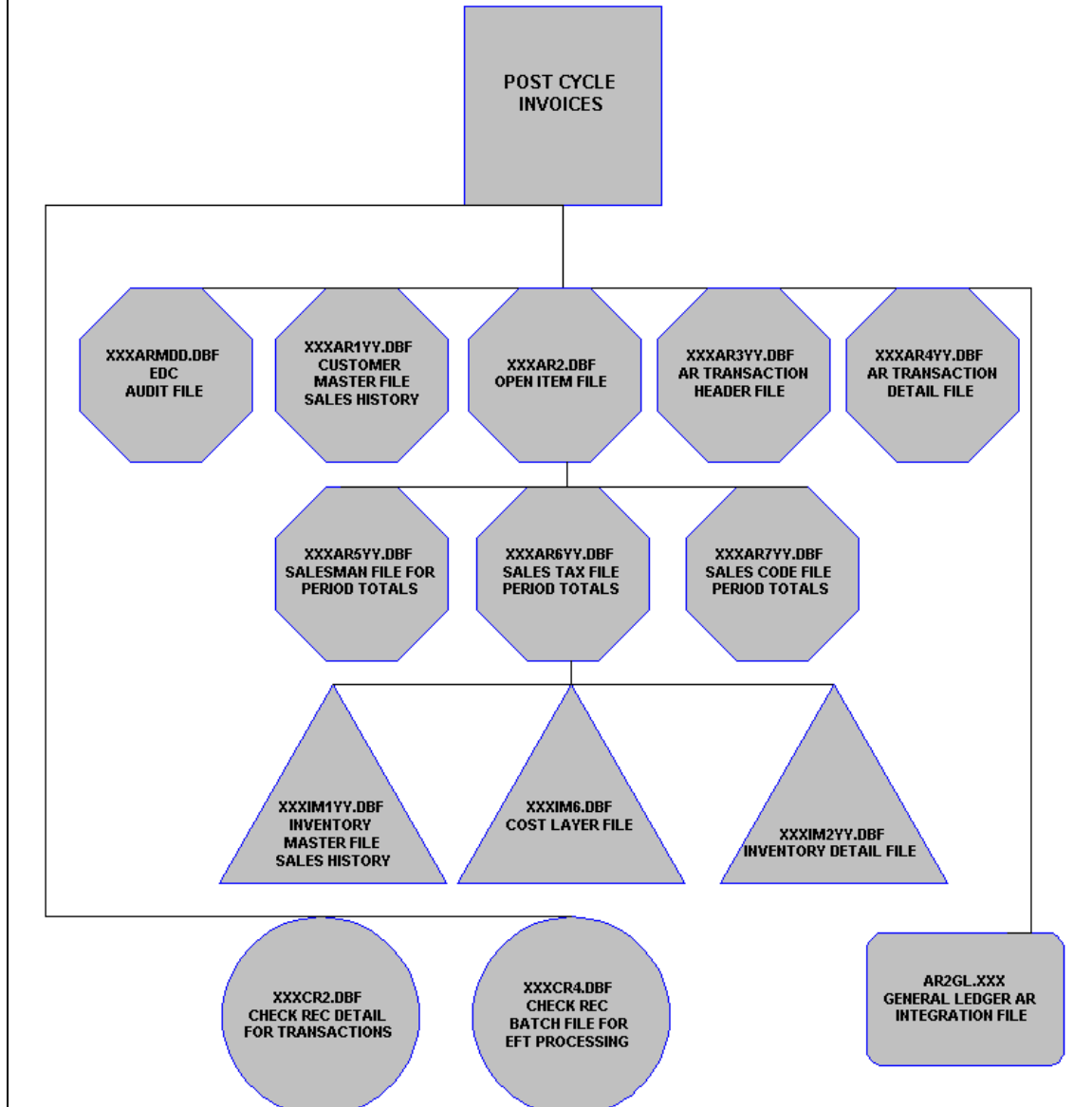
## Write Invoices and Credit Memos Flowchart

Write Invoices and Credit Memos updates the Customer Master File for Sales History, the AR Header File, the AR Detail Transaction File, the Sales Tax File, the Sales Code File and the Salesman File. If integrated with inventory it updates the Inventory Master File for Sales History, the Cost Layer File and the Inventory Detail Transaction File. If integrated to General Ledger it also updates the AR General Ledger Integration File.

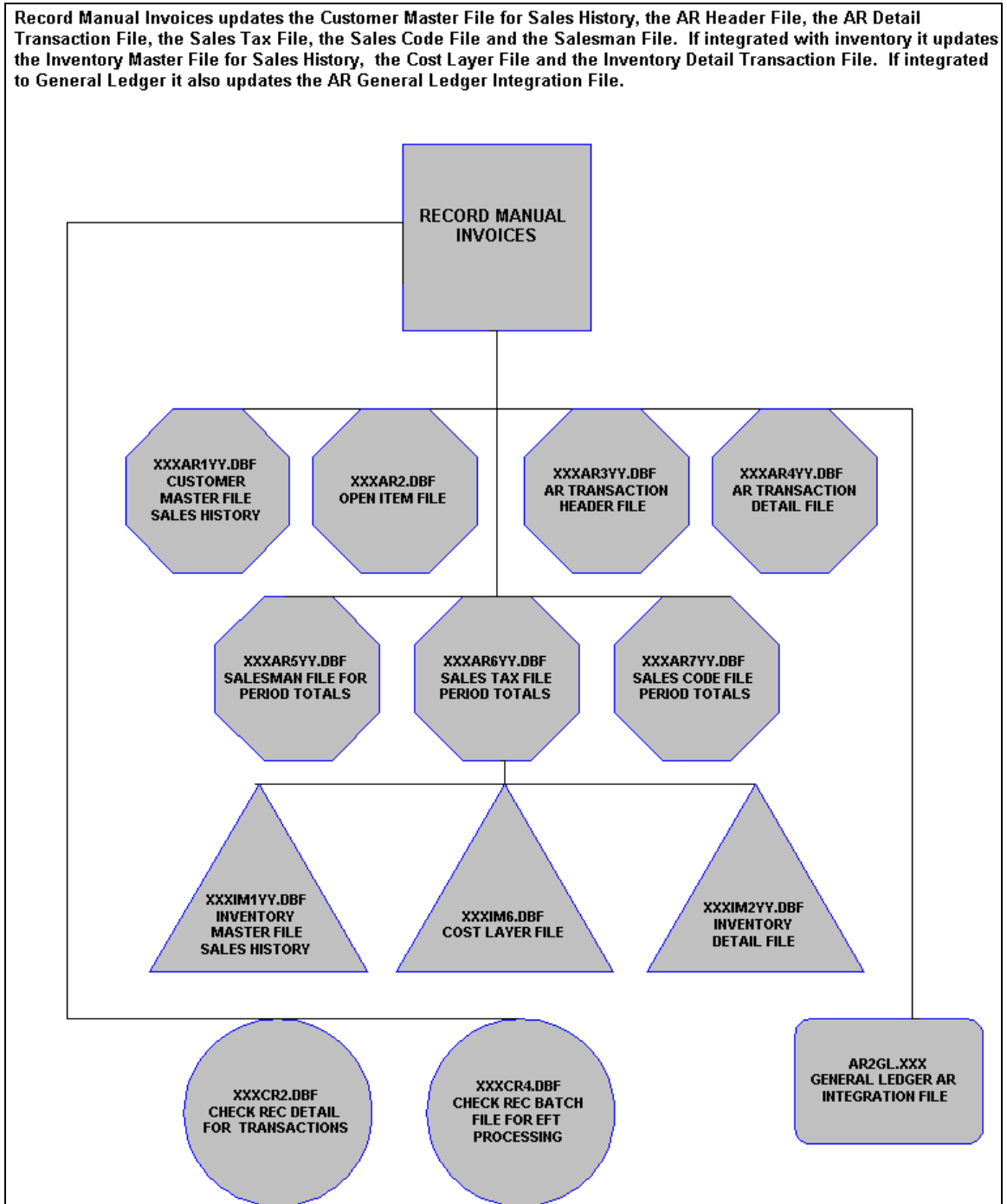


## Post Cycle Invoices Flowchart

Post Cycle Invoices updates the Customer Master File for Sales History, the AR Header File, the AR Detail Transaction File, the Sales Tax File, the Sales Code File and the Salesman File. If integrated with inventory it updates the Inventory Master File for Sales History, the Cost Layer File and the Inventory Detail Transaction File. If integrated to General Ledger it updates the AR General Ledger Integration File. If utilizing the EFT processing it also updates the Check Reconciliation Detail File and EFT Batch Entry File. Also if utilizing Credit Card Processing it will update the EDC Audit File, designating the day as part of the file name.



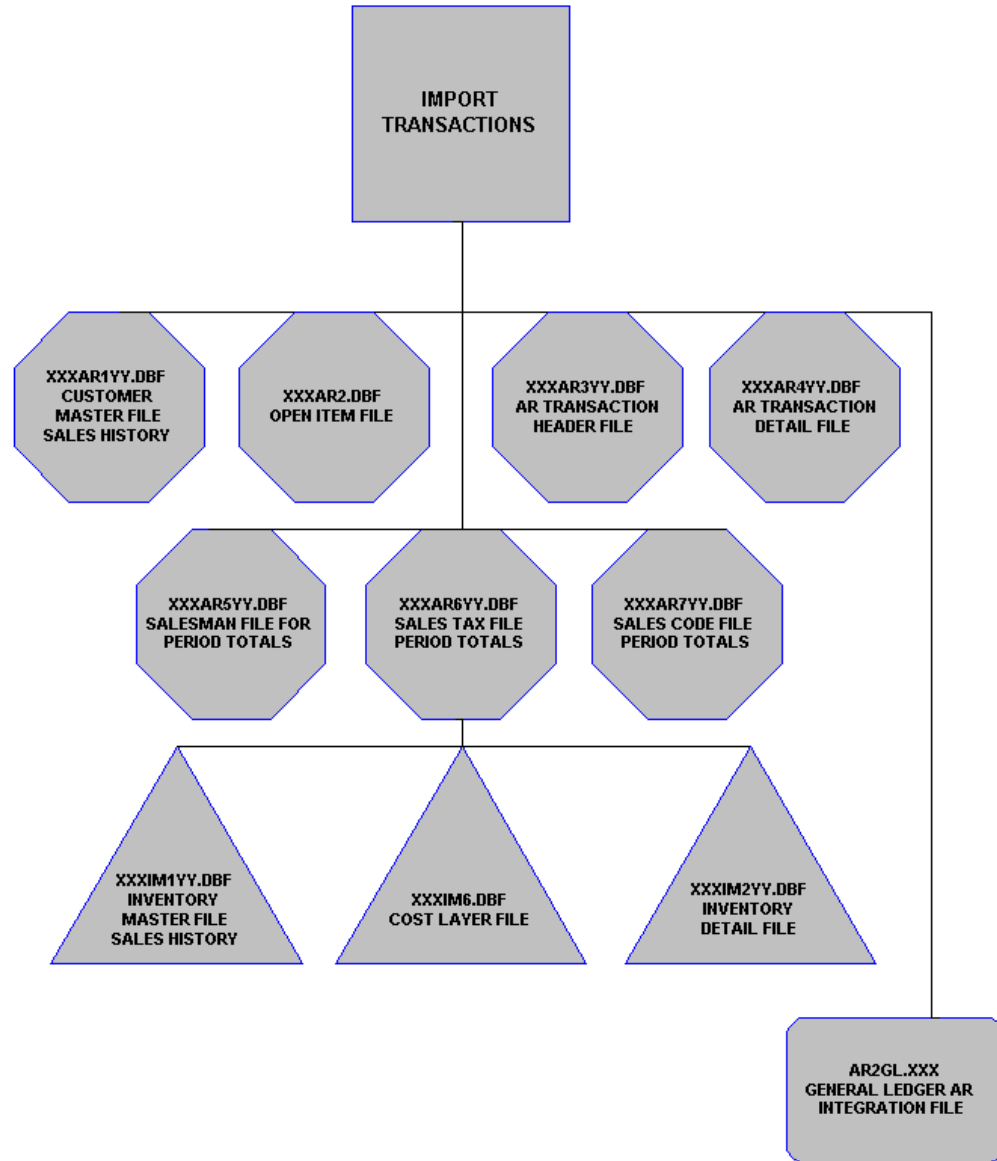
## Manual Invoice Flowchart



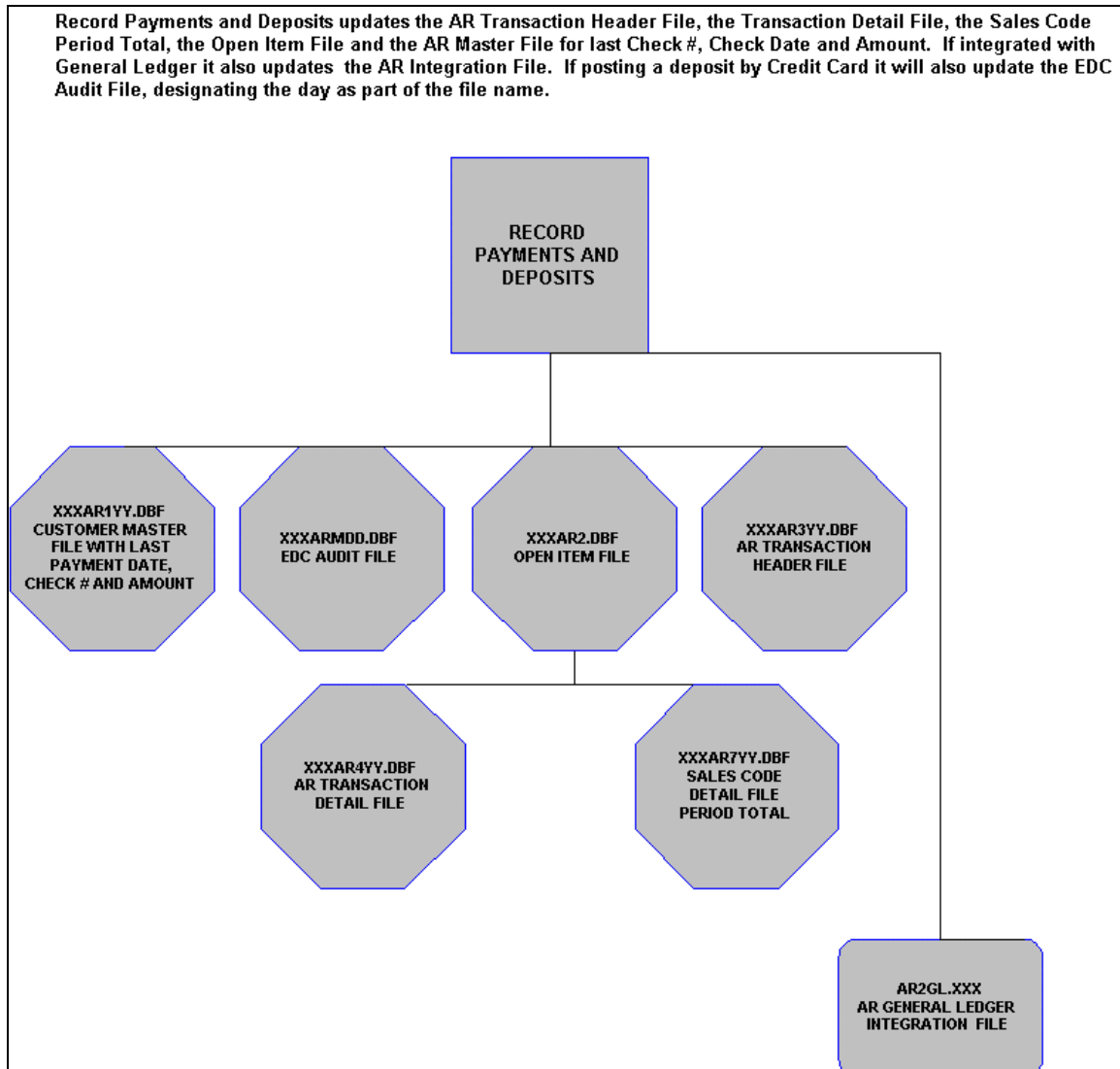


## Import A/R Transactions Flowchart

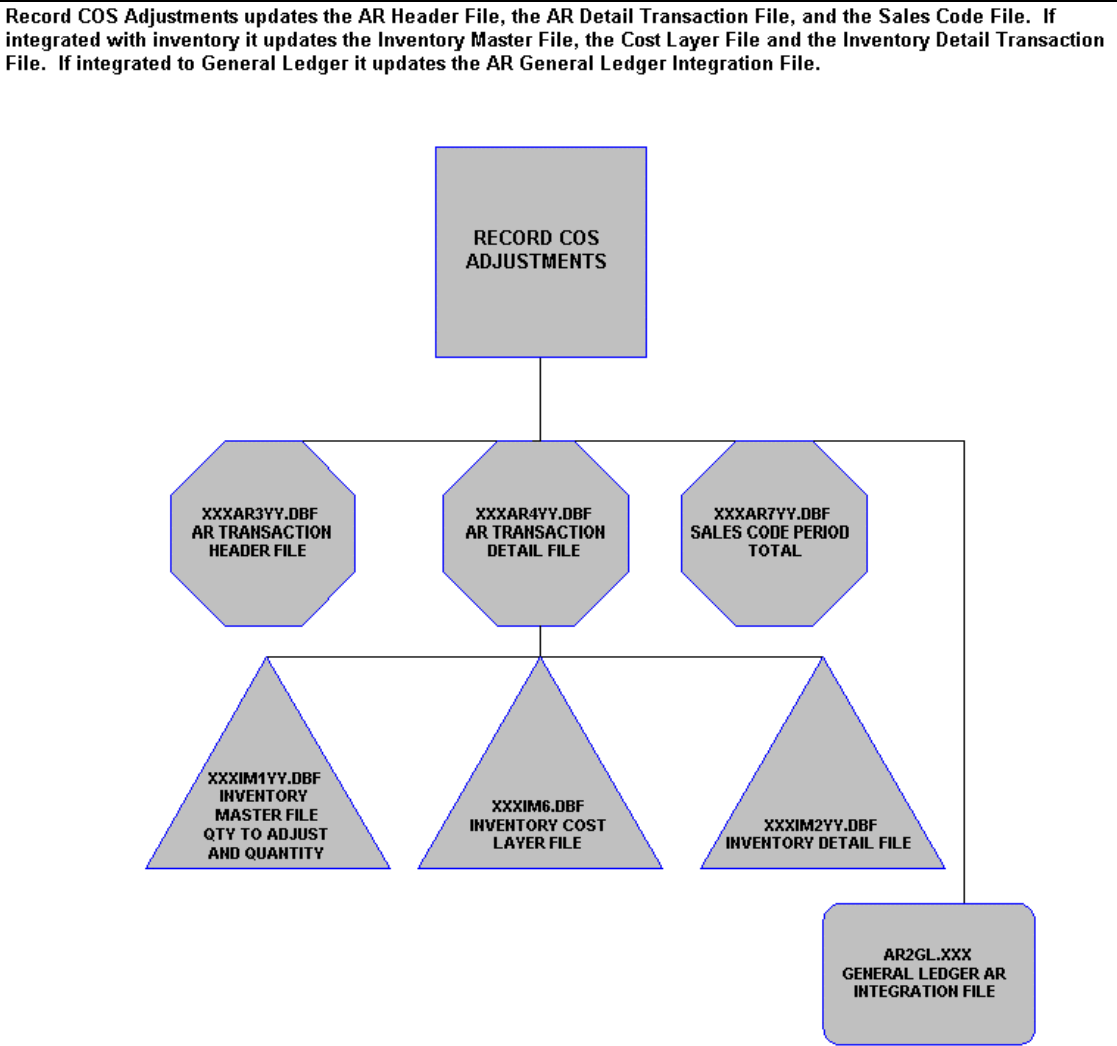
Import Transactions updates the Customer Master File for Sales History, the AR Header File, the AR Detail Transaction File, the Sales Tax File, the Sales Code File and the Salesman File. If integrated with inventory it updates the Inventory Master File for Sales History, the Cost Layer File and the Inventory Detail Transaction File. If integrated to General Ledger it also updates the AR General Ledger Integration File.



## Record Payments & Deposits Flowchart

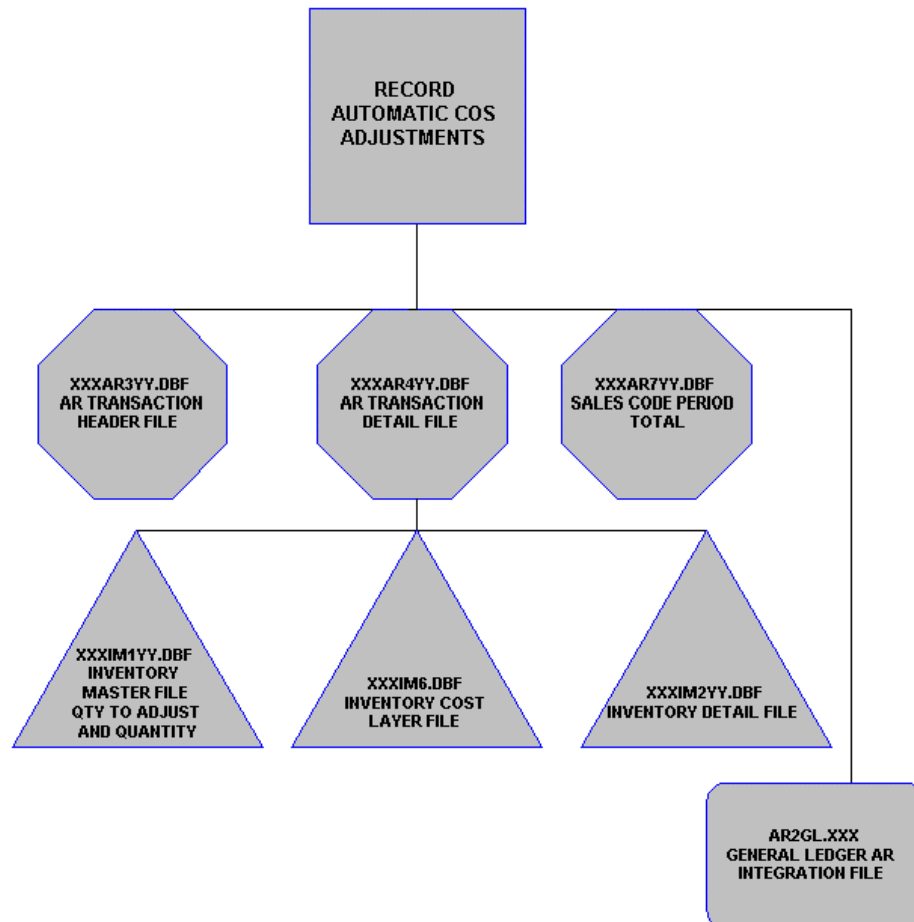


Record COS Adjustments Flowchart

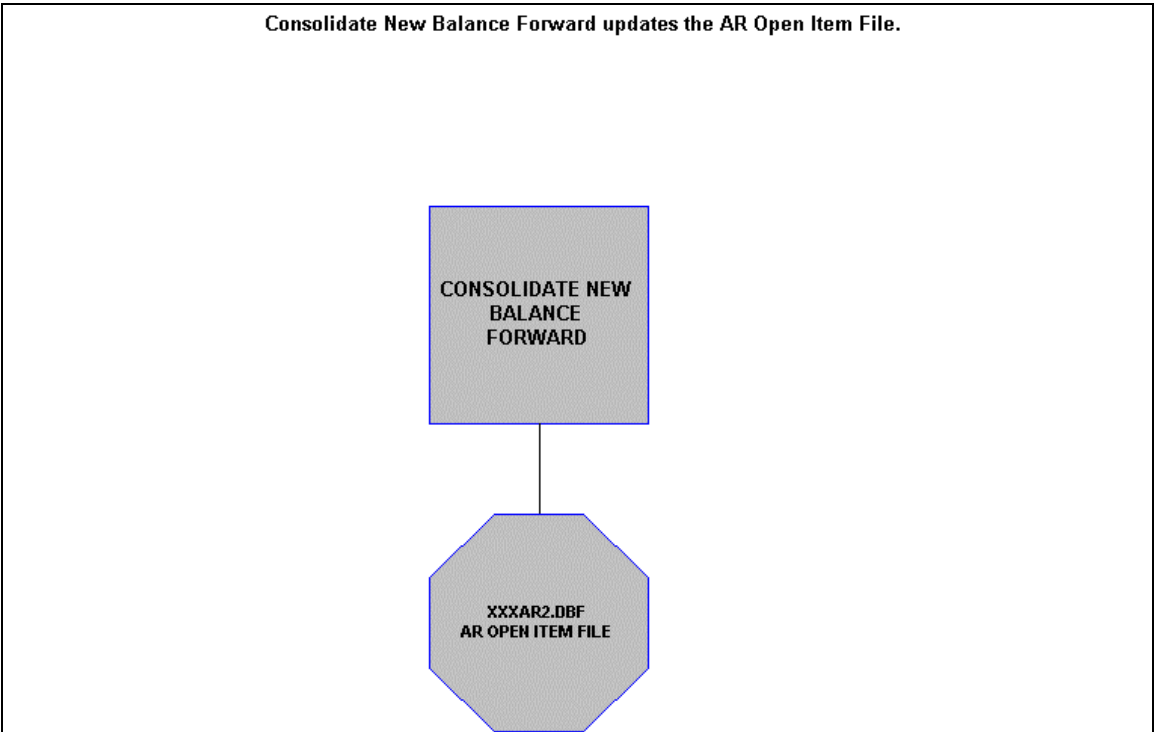


## Record Auto COS Adjustments Flowchart

Record Automatic COS Adjustments updates the AR Header File, the AR Detail Transaction File, and the Sales Code File. If integrated with inventory it updates the Inventory Master File , the Cost Layer File and the Inventory Detail Transaction File. If integrated to General Ledger it also updates the AR General Ledger Integration File.

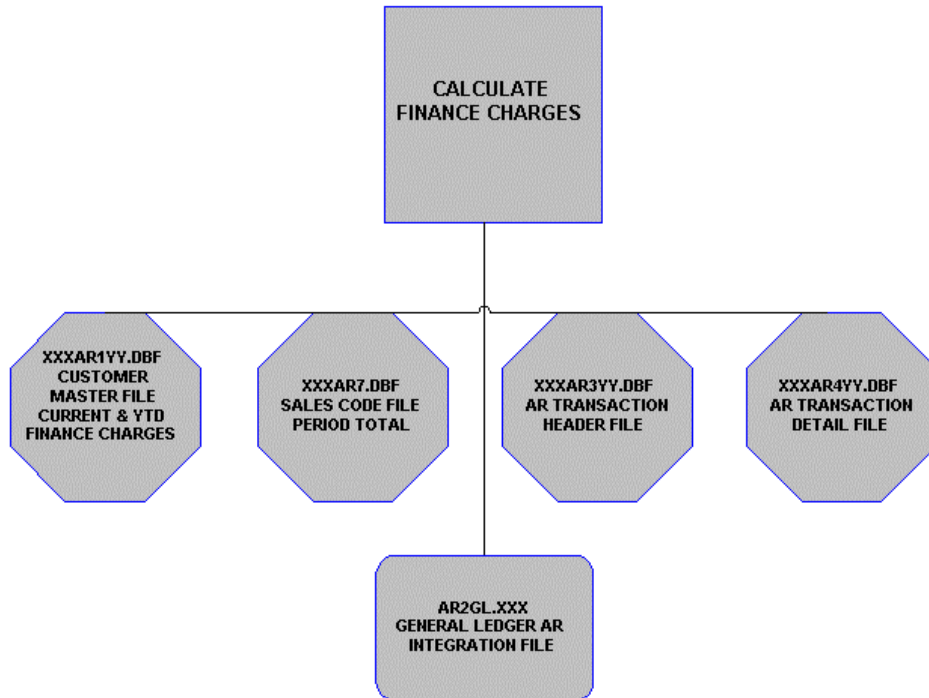


Consolidate Balances Forward Flowchart

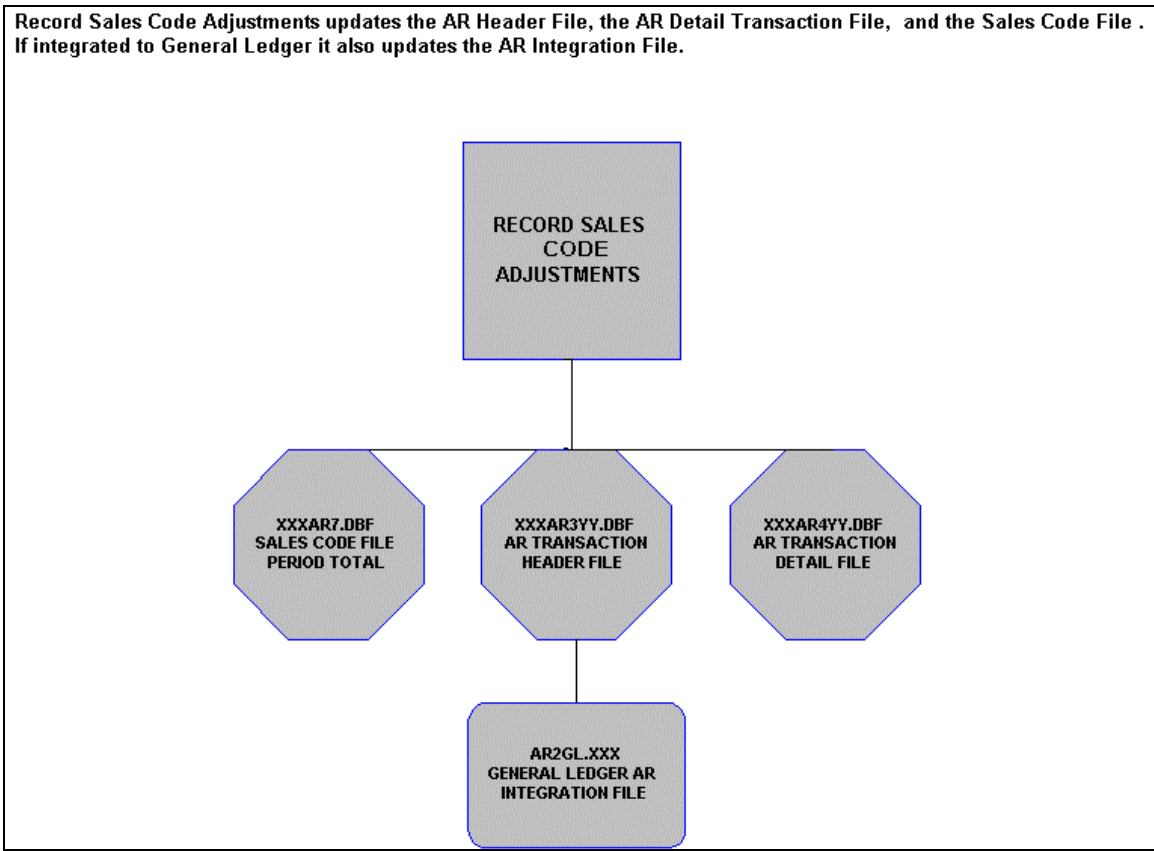


## Calculate Finance Charges Flowchart

Calculate Finance Charges updates the Customer Master File, the AR Header File, the AR Detail Transaction File, and the Sales Code File. If integrated to General Ledger it also updates the AR Integration File.



## Sales Code Adjustments Flowchart



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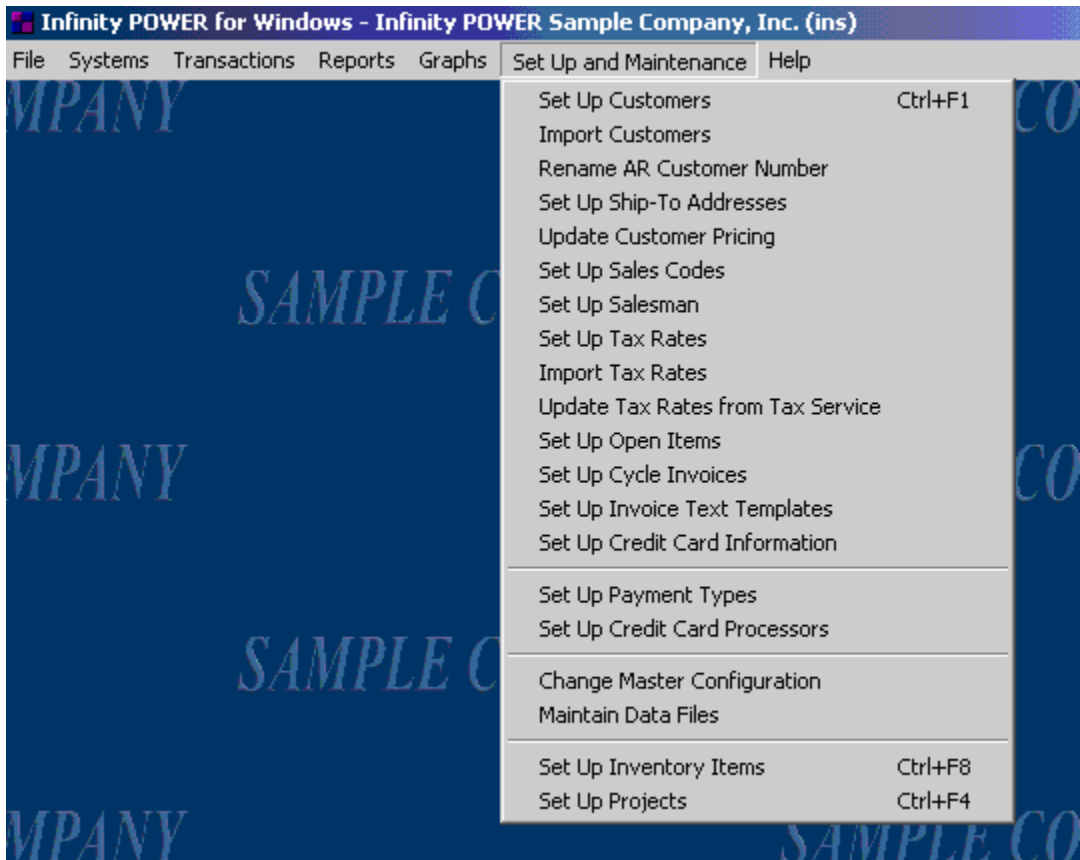


## CHAPTER 2    SET UP AND MAINTENANCE

This chapter provides you with a step-by-step procedure for the initial set up and maintenance of the **Infinity POWER Accounts Receivable** files. Once you have installed your module(s) and reviewed **Chapter 1**, you are ready to set up your master Accounts Receivable files from scratch.

The Accounts Receivable system allows you to custom configure your customer “**label**,” open item aging criteria, sales categories, tax rates, and a special search field for your customers. Selecting the “**Set Up and Maintenance**” option from the **Accounts Receivable** Main Menu screen will display additional options for set up and maintenance options. The option “**Start Up From Scratch**” option which is found in the “**Systems**,” “**System Administrator**” section on the Menu Bar is utilized to set up your files. This procedure is performed only once. Thereafter, your files may be modified any of the other maintenance options under the “**Set Up and Maintenance**” menu in Accounts Receivable.

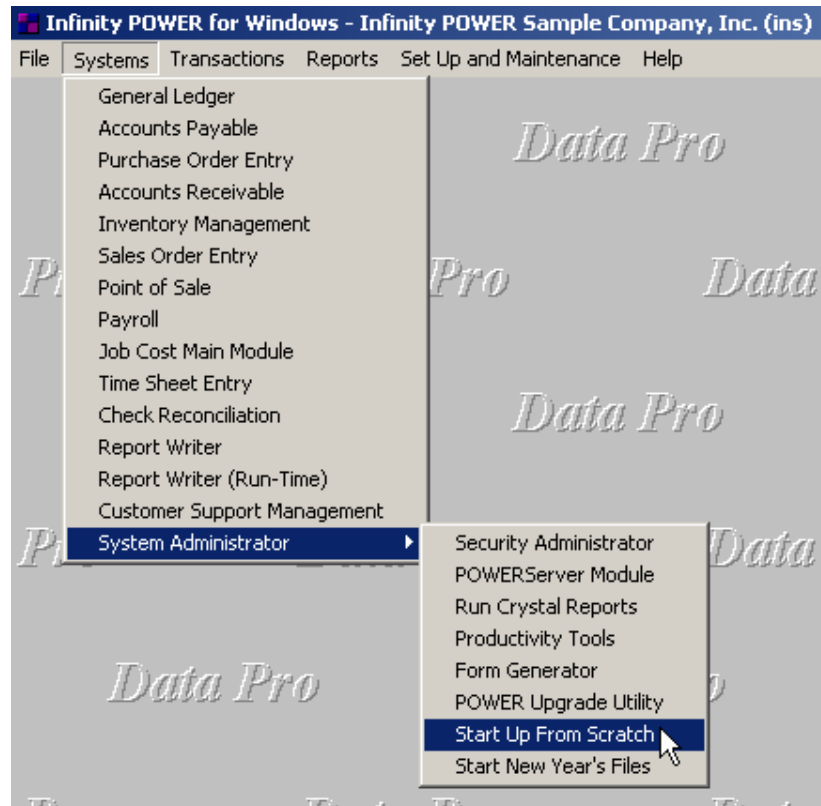
When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



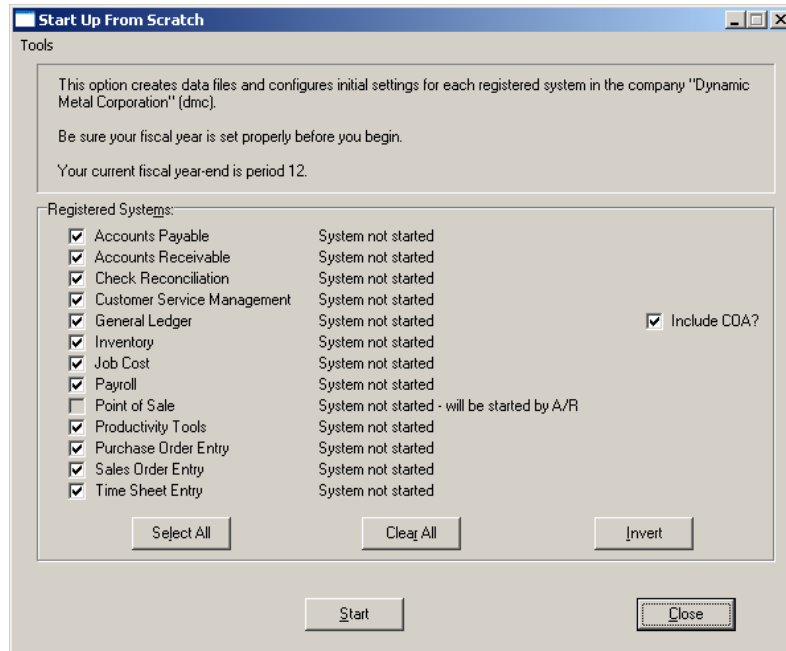
## GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, (*Chapter 1*), you are ready to set up your master Accounts Receivable files from scratch. Select the “*Systems*” option from the Menu Bar. Then, select the “*System Administrator*” option. Then, select the “*Start up from Scratch*” menu option as shown on the following screen.

“*Start Up From Scratch*” is utilized to set up your initial Accounts Receivable and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Accounts Receivable option “*Maintain Accounts Receivable Files.*”



Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.



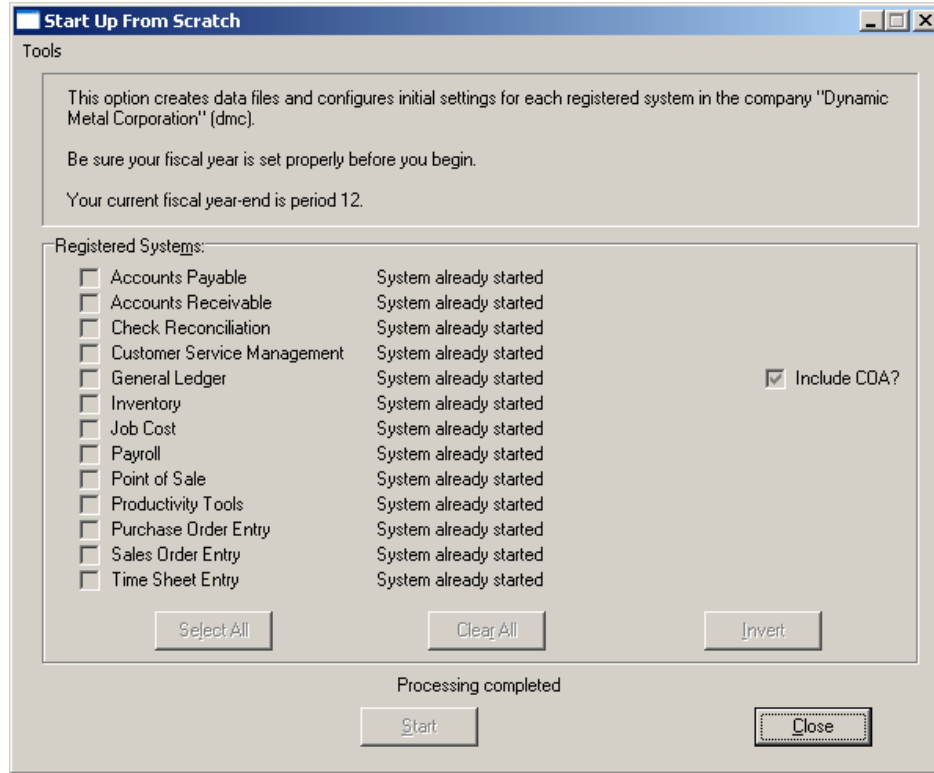
### **NOTE**

The **COA** check box allows you the option to NOT include the default General Ledger Chart of Accounts. Uncheck the box to opt out of including the default General Ledger Chart of Accounts.

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **“Select All”** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **“Clear All”** button to undo your selections. The **“Invert”** button will reserve the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **“Start”** button. The following screen illustrates how the screen will change when the process is completed.



<Click> on the “Close” button when done and then return to “Systems” and select the “Accounts Receivable” module to continue with the configuration functions to be described from here.

Once you select this option, <click> on the “Start” button and the following data files will be created:

File Name	Description
<b>Master Configuration File (filename: coAR0.dbf)</b>	This file contains your Master Configuration, Customer Label, Aging Categories, Default Terms, Finance Charges, and Integration with other modules information.
<b>Customer File (filename: coAR1dy.dbf)</b>	This file contains the master information for each of your customers.
<b>Open Item File (filename: coAR2.dbf)</b>	This file contains the open items for each of your customers.
<b>Transaction File (filename: coAR3dy.dbf)</b>	This file contains the yearly transaction detail of every transaction entered into the Accounts Receivable system.
<b>Transaction Detail File (filename: coAR4dy.dbf)</b>	This file contains the yearly transaction sales code detail of every transaction entered into the Accounts Receivable system.
<b>Salesman File (filename: coAR5dy.dbf)</b>	This file contains the master information for each of the salesmen, including the gross and net sales for each period of the fiscal year.
<b>Tax Rate File (filename: coAR6dy.dbf)</b>	This file contains the tax rates for each tax entity that you set up.
<b>Sales Code File (filename: coAR7dy.dbf)</b>	This file contains the sales code master information and gross sales and cost for each period of the fiscal year.
<b>Cycle Invoice File (filename: coARA.dbf)</b>	This file contains the complete invoicing information to perform cycle billing.










File Name	Description
<b>Cycle Invoice File</b> (filename: coARA.dbf)	This file contains the complete invoicing information to perform cycle billing.
<b>Price Plan Assignment File</b> (filename: coARF.dbf)	This file contains all of the information regarding the various Inventory Price Plans that may be assigned on a customer by customer basis.
<b>Credit Card Info File</b> (filenames: coARN.dbf and coARN.mdx)	This encrypted file contains credit card information for each customer, which includes credit card number, expiration date and customer billing information.
<b>Payment Types File</b> (filename: coARO.dbf)	This file is a multi-indexed file that allows the user to define an unlimited number of payment types. Its impact is driven throughout the Accounts Receivable, Sales Order Entry, Point of Sale, and POWERServer modules.



Once the data files are created, exit by <clicking> **“Close.”** Proceed to the remaining **“Set Up and Maintenance”** options to complete the configuration of the Accounts Receivable module.

## NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.



Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.

Navigation Button	Function
	Maintains notes for this record.
	Displays record timestamp information.

## SET UP CUSTOMERS

This section discusses the ways to add, change, import, delete, and copy customers. It also discusses how to print the Customer Listing, which is used to verify all information input into the Customer File. You may add **“notes”** to any Customer Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters, each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (AR0400)

The **“Inquiry”** mode allows you to view summary information about your customers. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the customer has appeared on the screen, you may <click> on the following keys to view important information. <Click> on the **“Billing”** button to review the billing information.

**Billing - ALLE1**

Tools Launch

Tax Rate:  County Tax

Comments: He has stores in St. Pete, Tampa, Clearwater, Orlando. Check Ship-To Addresses before shipping!

Price Levels:

- ☐ 1) Retail
- ☐ 2) Level 2
- ☐ 3) Level 3
- ☒ 4) Level 4
- ☐ 5) Level 5
- ☐ 6) Level 6
- ☐ 7) Level 7
- ☐ 8) Level 8
- ☐ 9) U Name It
- ☐ 10) Bro In Law
- ☐ 11) None

Invoice Terms:

Description:  # Days:  Type: ☐ Fixed Due Date ☒ Net Days ☐ Net Days EOM

Discount Percent:  Finance Charge: ☐ Password...

Credit Limit:  Balance Forward: ☐

Customer Bank Account:  A/R Sales Code:

Customer Bank Routing:  Account Type: ☒ Checking ☐ Savings Project:

Customer Payment By EFT: ☐ Save Cancel

Consumer Bank Account: ☐

<Click> on the “**Contact Info**” button to review the optional Contact Management fields available for this record as shown on the following screen. All of these fields are “**free form**” text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro’s advanced **DP/DashBoard (Enterprise Management System)** for special **Customer Relationship Management (CRM)** capabilities. The fields such as “**Do Not Mail**,” “**Do Not E-Mail**,” and “**Do Not Fax**” are used for Custom Report Writer features which highlight the ability to set flags on a specific contact record and whether to include each record when using the **Infinity POWER Report Writer** as an advanced data extraction tool for mailing, e-mailing and faxing tool.

**Customer Contact Information - 8138768844**

Tools Launch

Salutation:  Do Not Mail: ☐

Title:  Do Not E-Mail: ☐

First Name:  Do Not Fax: ☒

Middle Name:  Do Not Fax: ☒

Last Name:  Do Not Fax: ☒

Alternate Phone:

Extension:

Cell Phone:

Business Type:

Tag ID:

Save Cancel

<Click> on the **“Open Items”** button to review all current open items and multiple payments made on a specific invoice as shown below.

Item #	Payment Date	Amount	Check #
1	04/30/2004	\$500.00	998
2	04/30/2004	\$225.00	1075
3	03/09/2004	\$461.00	1278
4	03/26/2004	\$384.00	1344

This will only occur if the **“Payment”** button is highlighted due to the fact that one or more payments have been applied to a specific invoice as shown below.

Item #	Type	Transaction #	Description	Total Amount	Date	Due Date	Job #	G/L Account #	Remaining Amount	Post Date	Payment History	Complete Payment Date	Partial Payment Date	Check #
1	Inv	69098	Home Show sale	\$1,992.89	01/31/2003									
				\$422.89	01/31/2003									
2	Inv	69078	Built Shed	\$7,021.55	02/21/2003									
				\$7,021.55	02/21/2003									

<Click> on the **“Aging”** button to review the current aging summary, Year-to-Date sales amount, last check date, last check number and amount and highest credit balance.



**Customer Aging Summary - HARC1**

Tools Launch

Unpaid Finance Charges:	\$0.00	Aging Date:	04/24/2003
Year-To-Date Finance Charges:	\$0.00	Aging Amounts:	
Available Credit:	\$14,317.44	Total Balance:	\$3,682.56
Last Check#:	504461	Current:	\$242.88
Check Date:	04/18/2003	31-60 Day:	\$0.00
Check Amount:	\$600.00	61-90 Day:	\$3,439.68
Year-To-Date Sales:	\$4,282.56	91-120 Day:	\$0.00
Average Days To Pay:	0	Over 120:	\$0.00
# Invoices In Average:	0	Last Invoice Date:	04/09/2003
High Balance:	\$4,282.56	Last Order Date:	

Close

<Click> on the **“Pricing”** button to display an additional inquiry screen that will allow you to choose an inventory item and a specific quantity to give you exact pricing on that item for that customer. It also checks the quantity available, on-order, and reserved for that item.

**Calculate Inventory Pricing - ALLE1**

Tools Launch

Inventory Item: Lightweight Sawblades

50 221 165

Pricing Information:

Unit Of Measure:

☒ EA

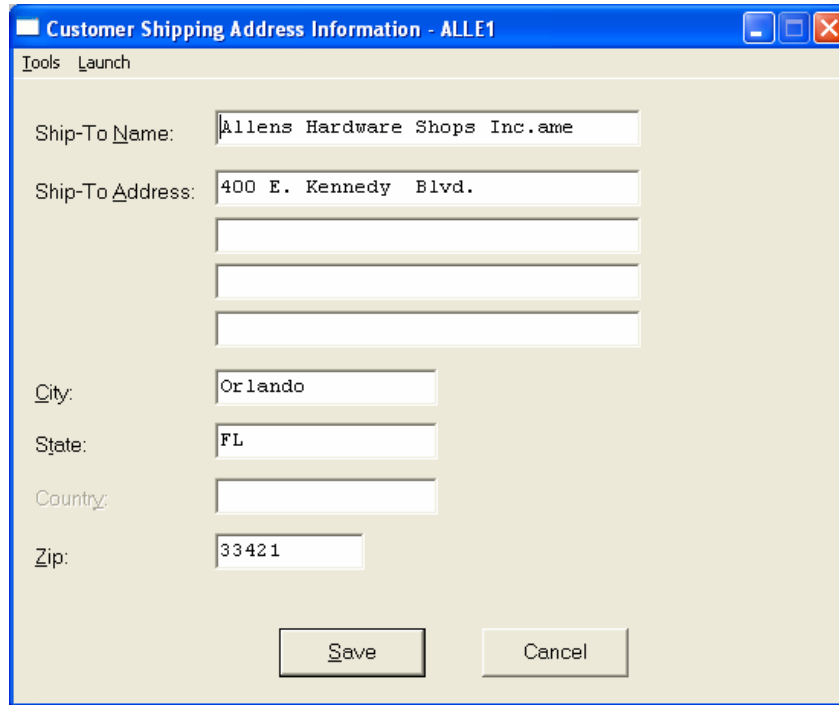
Quantity On-Hand:	2.00
Quantity On-Order:	0.00
Quantity Reserved:	0.00
Quantity Req. Manf.:	0.00
Quantity Available:	2.00

Quantity: 12.00

Calculated Price: \$8.80

Close

<Click> on the **“Shipping”** button to review the customer’s Ship To information.



**Customer Shipping Address Information - ALLE1**

Tools Launch

Ship-To Name: Allens Hardware Shops Inc.ame

Ship-To Address: 400 E. Kennedy Blvd.

City: Orlando

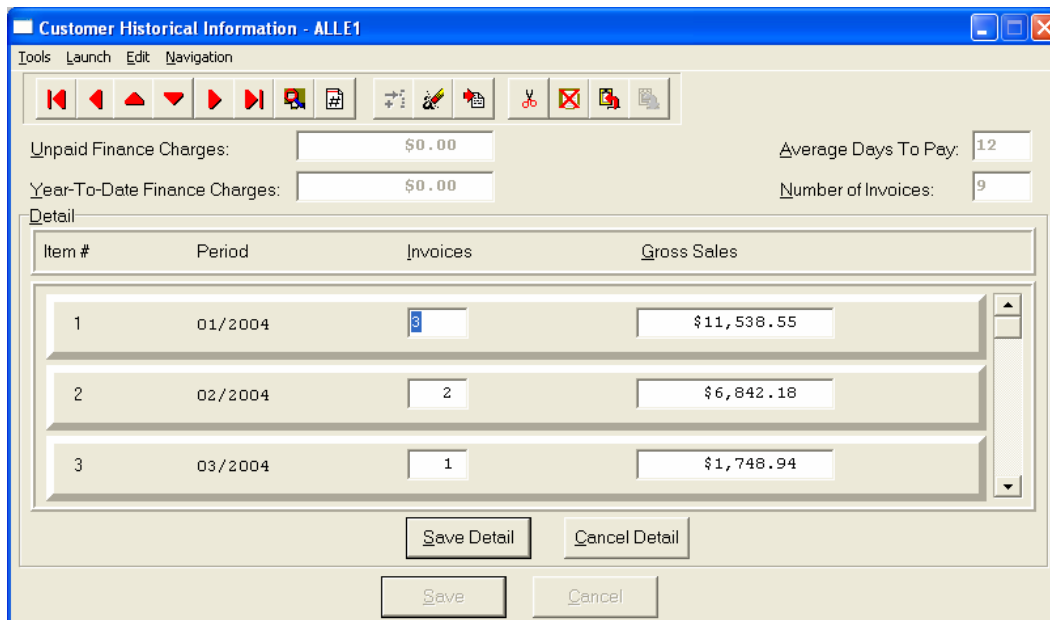
State: FL

Country:

Zip: 33421

Save Cancel

<Click> on the **“Historical”** button to review the historical information of invoices and gross sales by month.



**Customer Historical Information - ALLE1**

Tools Launch Edit Navigation

Unpaid Finance Charges: \$0.00 Average Days To Pay: 12

Year-To-Date Finance Charges: \$0.00 Number of Invoices: 9

Detail

Item #	Period	Invoices	Gross Sales
1	01/2004	3	\$11,538.55
2	02/2004	2	\$6,842.18
3	03/2004	1	\$1,748.94

Save Detail Cancel Detail

Save Cancel

<Click> on the **“Price Plans”** button to view the Price Plans that have been assigned to this customer.

When accessing the **“Open Items”** or the **“Historical”** features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”**

## Add Mode (AR0401)

This option allows you to set up new customers. You may input all customer specific information with this option except for open items. There is a considerable amount of information kept track of for each customer in your files. Not all information requested must be filled in. Different companies have varying levels of need for this type of information. Utilize only those fields that apply to your specific needs.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items set up on a customer account:

<b>Customer Number</b>	Each customer must be assigned a customer number that may be up to ten (10) characters ( <i>alpha/numeric</i> ). This is the primary number the system uses to track customers by. To best utilize the <b>F2</b> search method, it may be recommended that the first three to four letters of a customer's name be used as the first portion of the customer number. This way, if you cannot remember the customer's full number, you may enter a portion of the number and the system will then go to the closest <b>“match.”</b> You would then be able to use your up or down arrows to highlight their actual number.
<b>Customer Description</b>	This is the company or customer name that will be displayed on all screens, reporting, invoices, and statements. This name may be up to thirty (30) characters ( <i>alpha/numeric</i> ).
<b>Address</b>	This is the full billing address of the customer. There are four lines of thirty (30) characters each for the address.

<b>City</b>	This is the city of the customer. There are thirty <b>(30)</b> characters allocated for the city.
<b>State</b>	The system will allow fifteen <b>(15)</b> characters for the state of this customer.
<b>Country</b>	If you have elected to include <b>“Country in Address”</b> (an option during the set up of a Company) the system will include <b>“Country,”</b> as a data field in the address information for this company. The system will allow for fifteen <b>(15)</b> characters for the country.
<b>Zip</b>	<p>This is a ten <b>(10)</b> character zip code for the customer’s address.</p> <p>For example:</p> <p><b>Customer Name:</b> ABC Company, Inc.  <b>Address:</b> 123 Main Street  Suite 1030  Building 123  <b>City:</b> Vancouver  <b>State:</b> Brit. Columbia  <b>Cntry:</b> Canada  <b>Zip:</b> V6E 4A2</p>
<b>Region</b>	This is a five <b>(5)</b> character ( <i>alpha/numeric</i> ) field for an abbreviation indicating the customer's region. This may be a very useful field because all customer reports may be printed using a region <b>“mask.”</b>
<b>Salesman</b>	This is the five <b>(5)</b> character ( <i>alpha/numeric</i> ) salesman number of the salesman you would like to assign to this customer.
<b>E-Mail</b>	This is a fifty <b>(50)</b> character ( <i>alpha/numeric</i> ) field for the E-Mail address name for the company or contact for this customer. This field is for reference purposes only.
<b>Special</b>	This field will be called whatever you have set up as the <b>“Special Field”</b> heading in the Master Configuration. This is a twenty <b>(20)</b> character field for any special comments or key data that may be searched or sorted on.
<b>Contact</b>	This is a twenty <b>(20)</b> character field for the name of the person to contact at this customer. This will be displayed on all screens, and reports. On some invoice forms it will be displayed below the mailing address as the <b>“ATTN:.”</b>
<b>Phone</b>	This is the twenty <b>(20)</b> character field for the customer's phone number. There is enough room for the full phone number, including area code, and all parentheses, spaces, and hyphens.
<b>Fax Number</b>	This is the twenty <b>(20)</b> character field for the customer's fax number. There is enough room for the full fax number, including area code, and all parentheses, spaces, and hyphens.
<b>Billing (Button)</b>	This button will allow you to change the billing information for this customer. If you <click> on this button, another window will be displayed which will allow you to change the following information.
<b>Tax Rate</b>	This is the Tax Rate Number, which may be up to ten <b>(10)</b> characters ( <i>alpha/numeric</i> ) that has been set up in the tax rate file that you would like to assign the customer. There must be a tax rate number entered in this field, so any <b>“exempt”</b> customers must be assigned a tax rate that has been set up with zero tax percentages.

<b>Price Levels</b>	<p>The price level assigned here will be used when invoicing, if you have configured the system to be interactive with Manufacturing Inventory Management. If you are not interactive with Manufacturing Inventory Management, the Price Level section will not be displayed.</p> <p>If you are interactive with Manufacturing Inventory Management, &lt;click&gt; on the price level from inventory that you want to assign this customer. You may choose <b>1-10</b> or <b>11</b> for <b>“no price.”</b> When you are invoicing a customer for an inventory item, the program will automatically calculate the correct unit price based on the inventory item selected, the price level specified, and the quantity break, if applicable.</p>
<b>Discount Percent</b>	<p>You may also place a <b>“negative discount”</b> into this field. This is for those customers who base their pricing to their customers on a <b>“cost plus”</b> basis. In other words, an inventory price level may be established for each customer. The price level that is assigned could, in essence, be your <b>“cost”</b> for each inventory item. By placing a negative discount in this field, the system will look at whatever the sales price is for that price level and add the effective discount amount on top of the sales price. This is how automatic <b>“cost plus pricing”</b> may be applied. This <b>“negative discount amount”</b> may also be overridden at the time of invoicing, if the prompt <b>“Allow Line Item Discounts”</b> in the Master Configuration is turned <b>“on.”</b></p>
<b>Credit Limit</b>	<p>This is the dollar credit limit that you wish to assign the customer. It will be used in the Customer Inquiry screen to calculate the available credit for a customer. When creating invoices, a warning message will be generated if the total amount of the transaction is larger than the available credit limit remaining.</p>
<b>Customer's Bank Account</b>	<p>This is the Customer's Bank Account number. This may be entered for informational purposes or for use with the <b>Electronic Funds Transfer (EFT)</b> system included in the Check Reconciliation module. If used with the <b>EFT</b> system, the Customer's Bank Routing number <b>MUST</b> be entered to complete the information required to send the transaction to the <b>EFT Processor</b>. For more information on the <b>EFT</b> processing procedures, refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual.</p>
<b>Customer's Bank Routing</b>	<p>This is the Customer's Bank Routing number. This is a nine (9) character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six (6) digit number into this field for use in the United Kingdom and other countries. However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system.</p> <p>This may be entered for informational purposes or for use with the <b>Electronic Funds Transfer (EFT)</b> system included in the Check Reconciliation module. If used with the <b>EFT</b> system, the Customer's Bank Account number <b>MUST</b> be entered to complete the information required to send the transaction to the <b>EFT Processor</b>. For more information on the <b>EFT</b> processing procedures, refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual.</p>
<b>Customer's Bank Account Type</b>	<p>This is either <b>Checking</b> or <b>Savings</b> and is used to define the type of bank account the previous two data fields will be accessing. For more information on the <b>EFT</b> processing procedures, refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual.</p>

<b>Customer Payment by EFT</b>	This data item is used to define whether this customer's transactions will be processed using the <b>EFT</b> system. If during Cycle Invoicing, <b>EFT</b> has been set up and this data item is turned on the system will proceed with <b>EFT</b> processing. If during Payment entry, the payment type selected is an <b>EFT</b> payment type and this data item is turned on the system will proceed with <b>EFT</b> processing. For more information on the <b>EFT</b> processing procedures, refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual.
<b>Consumer Bank Account</b>	This refers to whether this account is a " <b>personal</b> " bank account verses a " <b>business</b> " bank account. This is a required piece of information that is sent to the <b>ACH</b> network during transmission of the <b>EFT</b> transaction. If it is not checked, it is automatically assumed to be a " <b>business</b> " bank account.
<b>Comments</b>	These are two lines of fifty ( <b>50</b> ) characters each for any comments that you would like to assign this customer. These comments can be used to " <b>flag</b> " the user, drawing attention to pertinent information before recording transactions in the system. This feature can be set by turning " <b>on</b> " the <b>Display Customer Comments</b> field in the <i>Accounts Receivable Master Configuration</i> . Any <b>Comments</b> will then display on the screen when performing " <b>Write Invoices &amp; Credit Memos,</b> " " <b>Prepare Proposals,</b> " or " <b>Record Manual Invoices</b> " for that customer. See the " <i>Master Configuration</i> " option for more details on setting up this feature.
<b>Invoice Terms Description</b>	<p>This is a twenty (<b>20</b>) character description of the terms that you wish to assign this customer. This will be displayed on the invoice form. The default description will be what you have set up in the Master Configuration.</p> <p>This field may be utilized to invoke a <b>Credit Check</b> warning system when this specific customer is put on credit hold. To activate a credit hold status for this customer, enter the words "<b>Credit Hold</b>" as the terms description. In doing this, the system will not allow an invoice to be entered for this customer, instead a warning will be displayed "<b>This Customer is on Credit Hold, No New Transactions are allowed.</b>"</p> <p>If you are integrated with the Sales Order Entry module, this Credit Check warning system will be activated there as well and the system will not allow the order to be placed. If you have installed the <b>Advanced Security Administrator</b>, there is a <i>custom security object</i> that may be used in conjunction with this field. You can set up the Advanced Security system to allow only certain users to edit or change this field.</p>
<b># of Days</b>	This is the number of days from either the invoice date or the end of the month that will be used in calculating the due date. The default value will be what you have set up in the Master Configuration.
<b>Terms Type</b>	<p>The terms type defines how the due date for each invoice will be calculated. The default value will be what you have set up in the Master Configuration.</p> <ul style="list-style-type: none"> <li>• <b>Fixed Due Date</b></li> <li>• <b>Net Days</b></li> <li>• <b>Net Days EOM</b></li> </ul> <p><b>Fixed Due Date</b> will tell the system not to calculate a due date, but ask you what the due date is at the time of the transaction.</p>

	<p><b>Net Days</b> will calculate the due date in a specified number of days from the invoice date.</p> <p><b>Net days EOM</b> will tell the system to calculate the date for the end of the month in which the transaction was written. Then, calculate a specified number of days from the end of the month date.</p>
<b>Finance Charges</b>	This field indicates whether this customer is subject to finance charges. If they are subject to finance charges, then <click> <b>“on”</b> the box.
<b>Balance Forward</b>	This field indicates how the open items ( <i>invoices, payments, credit memos, etc.</i> ) for this customer will be treated by the system. The default values will be what you have set up in the Master Configuration. Leave this box blank to indicate this customer should be treated as an <b>“open item”</b> type customer. To indicate this customer should be treated as a <b>“Balance Forward”</b> type customer, <click> <b>“on”</b> the box.
<b>A/R Sales Code</b>	This is the Accounts Receivable Sales Code you would like to assign this customer. This Sales Code represents the Accounts Receivable chart of account number that will be used for Invoice and Payment entries to the General Ledger integration file for this customer. If you choose to leave this field blank, you are choosing not to utilize the Multiple Accounts Receivable processing functions. The system will then obtain the <b>“default”</b> Accounts Receivable chart of account number from the <i>Accounts Receivable Master Configuration</i> for all transaction entries, unless otherwise specified at the time of transaction entry.
<b>Project #</b>	This data item is a ten (10) character ( <i>alpha/numeric</i> ) field which represents a project number associated with this customer. This is a reference only field unless certain conditions exist. If you are utilizing the Sales Order Entry and Job Cost Main Modules to track revenues associated with a project, you can use this field to define a specific project number to be associated with each order entered in the Order entry module for this customer. This project number may be overridden at the time of order entry.
<b>Password</b>	The remote access password is used in conjunction with an Internet Web Site environment. It is a security feature to allow customers to login to a web site and gain access to specific information. This information could be specific pricing based on that customer pricing level or important information specifically for that customer. Enter a password and re-key the same password for verification. <Click> on <b>“OK”</b> to save this information.

When you have completed the **“Billing”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

## Contact Info (Button)

When you <click> on the “**Contact Info**” button, you may enter and/or review the optional “**Contact Management**” fields available for this record as shown on the following screen. All of these fields are “**free form**” text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro’s advanced **DP/DashBoard (Enterprise Management System)** for special **Customer Relationship Management (CRM)** capabilities.

The screenshot shows a web form titled "Contact Info". It contains the following fields and controls:

- Salutation:** A text box containing "Mr."
- Title:** A text box containing "General Manager"
- First Name:** A text box containing "Tony"
- Middle Name:** An empty text box
- Last Name:** A text box containing "Rizzo"
- Alternate Phone:** An empty text box
- Extension:** An empty text box
- Cell Phone:** An empty text box
- Business Type:** A text box containing "Retail - Hardware"
- Tax ID:** An empty text box
- Do Not Mail:** A checkbox, currently unchecked.
- Do Not E-Mail:** A checkbox, currently checked.
- Do Not Fax:** A checkbox, currently unchecked.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

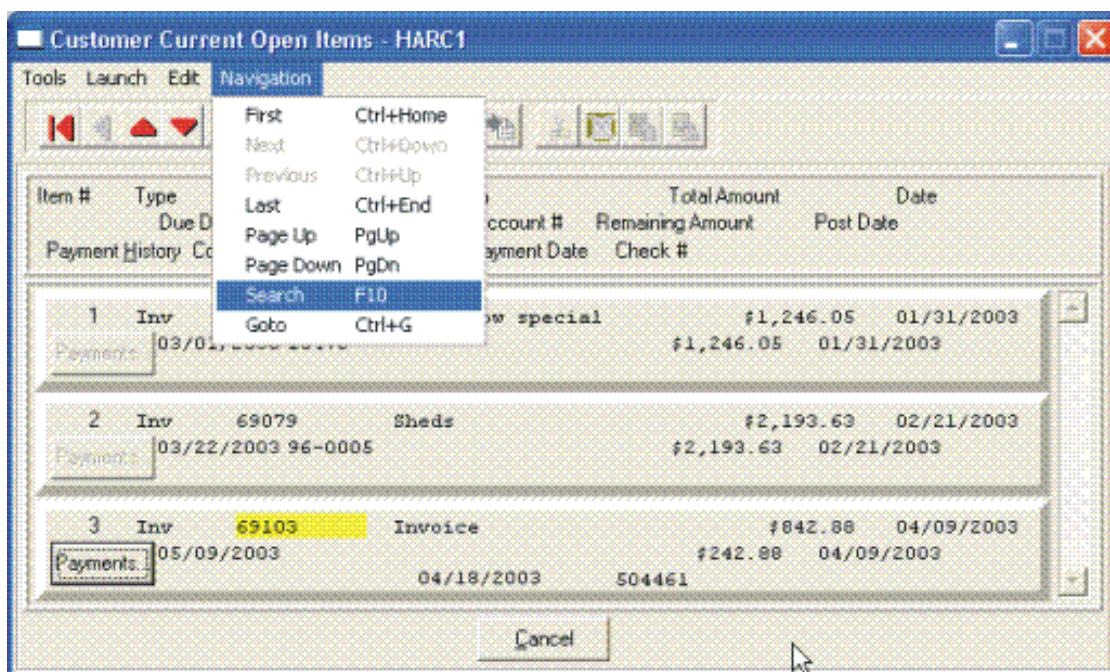
<b>Salutation</b>	This data item is a ten (10) character ( <i>alpha/numeric</i> ) field which represents how you would normally address a person ( <i>i.e. Mr. Mrs. Dr.</i> ).
<b>Title</b>	This data item is a thirty (30) character ( <i>alpha/numeric</i> ) field which allows you to store the person’s title. This is normally for titles like President, Vice President, Sales Manager, Collections Manager, Assistant, etc.
<b>First Name</b>	This data item is a twenty (20) character ( <i>alpha/numeric</i> ) field which allows you to store the person’s first name ( <i>i.e. Mary, Thomas, John</i> ).
<b>Middle Name</b>	This data item is a twenty (20) character ( <i>alpha/numeric</i> ) field which is used to store the person’s middle name.
<b>Last Name</b>	This data item is a twenty (20) character ( <i>alpha/numeric</i> ) field which is used to store a person’s last name. The storage of the combination of the three fields ( <i>First Name, Middle Name, Last Name</i> ) is ideal for Contact Management applications and for Mail Merge purposes.
<b>Alternate Phone</b>	This data item is a twenty (20) character ( <i>alpha/numeric</i> ) field which is used to store an alternate phone number unique possibly to this contact and different than the main phone number stored on the main Customer record.
<b>Extension</b>	This data item is a six (6) character ( <i>alpha/numeric</i> ) field which is used to store this contact’s extension for their Alternate Phone Number.



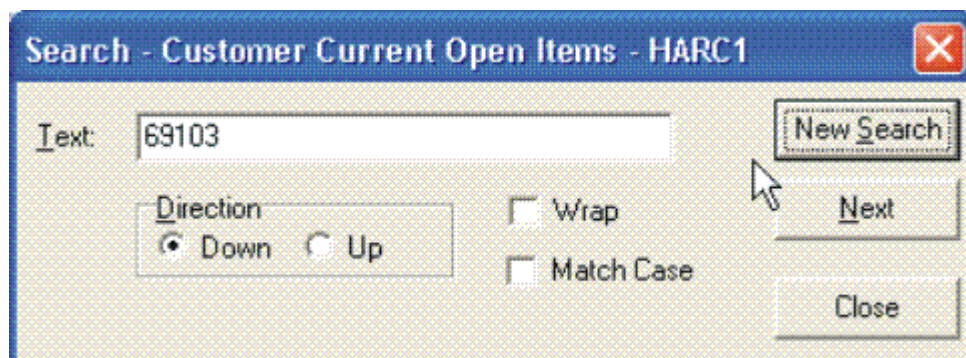
<b>Cell Phone</b>	This data item is a twenty <b>(20)</b> character ( <i>alpha/numeric</i> ) field which is used to store this person's " <b>Cell Phone</b> " number. This could also be used for their pager number or however you deem appropriate.
<b>Business Type</b>	This data item is a thirty <b>(30)</b> character ( <i>alpha/numeric</i> ) field which is used to store the type of business for this Customer Record. This could actually be the SIC Code for the company or a more generic description of the nature of their firm. Examples could be Hotel, Convenience Store, Manufacturer, Distributor, or Retailer. This is user-definable so it may be whatever makes sense for your firm.
<b>Tax ID</b>	This data item is a twenty <b>(20)</b> character ( <i>alpha/numeric</i> ) field which is used to store this Customer's Tax ID number. Many firms are exempt from Sales Tax and therefore have a Tax ID number that they provide their vendors to keep from paying state and local sales tax. This field may be used to store this customer's Tax ID number so it is permanently kept on file.

The fields such as "**Do Not Mail**," "**Do Not E-Mail**," and "**Do Not Fax**" are used for Custom Report Writer features which highlight the ability to set flags on a specific contact record and whether to include each record when using the **Infinity POWER Report Writer** as an advanced data extraction tool for mailing, e-mailing and faxing tool.

<b>Open Items (Button)</b>	The <b>Open Items</b> button provides the user with the ability to view all of the outstanding invoices and non-applied payments that are pending against this specific customer. The following pieces of information are also displayed regarding each open item.
<b>Item #</b>	<p>This is simply the line number or item number of the total number of open items that are being displayed on this screen. You may have a total of <b>10,000</b> open items displayed during this open item inquiry at one time. Obviously, with this many possible open items available, this could be cumbersome to try and find a specific item to pay or inquire upon without some helpful tools. Therefore, while you have this screen open, you may &lt;click&gt; on the Navigation choice at the top of the screen and you will be provided with several options including a "Search" tool to find items throughout the file.</p> <p>The following screen illustrates this menu and how an open item transaction number is highlighted in Yellow once the item is found during a search.</p>



Once you select the **Search** option or press **F10**, you may enter the information you are looking for such as an invoice number, date of transaction, invoice amount or check number as shown on the following screen. You may also choose to search up or down the file, pick if it is to be case sensitive and more.



You may scroll up or down through the file manually to find the open item you are seeking and if there is one or more partial payments made against an open item, the **"Payments"** button located directly underneath the Item # and titled **Payment History** will be shown as active. If it is active, you may <click> on this button and a new screen will appear displaying all of the partial payments made to date against this specific open item as shown on the following screen.

**Open Item Payment History - Invoice # 69098**

Tools Launch Edit Navigation

Item #	Payment Date	Amount	Check #
1	04/30/2004	\$500.00	998
2	04/30/2004	\$225.00	1075
3	03/09/2004	\$461.00	1278
4	03/26/2004	\$384.00	1344

Cancel

<b>Type</b>	This is the transaction type that was assigned during the origination of this open item. It could be an invoice, payment, credit memo, debit memo as an example. This will always inform the user of the nature of the transaction and how it should be affecting the customer's account balance.
<b>Transaction #</b>	This is the Transaction Number that was created for this open item at the time the transaction occurred. For instance, if this was an invoice, this would represent an invoice number. If this was a payment on account, this would normally be the customer's check number.
<b>Description</b>	This is the description of the open item. During the origination of the transaction, the user has the ability to override the default description ( <i>i.e. invoice, credit memo, payment</i> ) and enter another description to provide a simplified description of the nature of this specific transaction. Whatever description was entered will appear into this field. If no description was entered, the default descriptions will appear.
<b>Total Amount</b>	This is the complete amount of the transaction, including any taxes, freight or other charges.
<b>Date</b>	This is the date of the transaction based on the System Date that was used to post the transaction. This is different than the actual posting date which uses the computer's clock/calendar to keep track of when items are actually posted to the system. This is the date that will be used to start all agings and reports.
<b>Due Date</b>	This is the date that the invoice is due from the customer. Based on the terms of the transaction used at the time of invoicing, this date was automatically calculated at the time the transaction was originated and store into the file.
<b>Job Number</b>	If the integration to the Job Cost Main Module was turned ON, this open item can be related to a Job or Project. The invoice may be a Job Invoice and a payment may be associated to making a payment related to a job. The Job Cost Collections Report utilizes this field when the report is run.

<b>G/L Account Number</b>	If you have configured your system to use multiple Accounts Receivable accounts and have changed the A/R Sales Code during the posting of payments or the writing of invoices for example, this will information be displayed in this field. This Sales Code ultimately relates to the actual General Ledger Account Number for the various Accounts Receivable accounts that may be stored on your Balance Sheet reflecting each unique “receivables” account. Each posting could therefore be updating a different GL account uniquely although they are being billed and/or paid through the same customer account.
<b>Remaining Amount</b>	This number would be the remaining balance still due on this open item if there had been any partial payments made on this open item. If this is the case, you would have the ability to <click> on the “Payments” button under the Payment History column and check on the details of all of the payments made to date on this open item.
<b>Post Date</b>	The posting date is the System Date at the time the transaction occurred. This is normally set to the same value as the Invoice Date, except when using scheduled payments. When posting scheduled payments, the Invoice Date will be set to the future dates that the payments should occur. However, the Posting Date will be the date the transaction was entered. The Posting Date will be used when printing the Aging Report to identify which open items existed at any point in time so that back-dated aging reports can be printed properly.
<b>Payment History</b>	As mentioned earlier, if a partial payment is made against a specific open item, this button becomes active and stores a detail of all of the associated payments that are made against the open item until it is paid in full.
<b>Complete Payment Date</b>	This is the date that the actual open item is completely paid off. Once this item is paid in full, the system will automatically update this field.
<b>Partial Payment Date</b>	This field stores the “last” date that a partial payment was made on this open item. Even if multiple payments have been made to this open item, the date stored here will reflect the last date a partial payment was made.
<b>Check Number</b>	This field stores the “last” check number that was posted against this open item. Even if multiple payments have been made to this open item, the Check Number stored here will reflect the last Check Number that was used on a payment for this open item.

When you are done with the “**Open Items**” section of the customer’s record, <click> “**Cancel**” to return to the main data entry screen.

<b>Aging (Button)</b>	When you <click> the “Aging” button, a new screen will appear to provide you with several pieces of information including a summary of all of the outstanding open items for this specific customer broken down by Aging Category as defined in the Master Configuration. The Default configuration is set to a thirty day aging calculation but may be changed to meet specific customer needs.
<b>Unpaid Finance Charges</b>	This field is storing the amount of finance charges that have been billed to the customer but have yet to be paid.

<b>Year-To-Date Finance Charges</b>	This field stores the total amount of Finance Charges that have been billed to this customer Year-To-Date. Finance Charges are a specific transaction type and calculated uniquely. See the Accounts Receivable Master Configuration setup as to how your company is defined in the method of how it is charging finance charges, if at all.
<b>Available Credit</b>	This is an on-going calculated balance that is automatically generated by the system and defined by taking the customer's Credit Limit and subtracting their current outstanding balance. This includes any outstanding invoices, credits, debit memos and payments on account.
<b>Last Check Number</b>	For inquiry purposes, this field is used to store the Last Check Number the customer used in making payments to their account. Therefore, if the customer calls and inquires whether a payment was received or not, it is easy to view this screen and immediately determine whether you received their check or not.
<b>Check Date</b>	Likewise, when the last payment is received on the customer's account, the Check Date field is also updated immediately as well. This is the date entered at the time the payment was made. This is typically the date that was printed on the customer's check.
<b>Check Amount</b>	This field stores the "last" check amount that was posted against this open item. Even if multiple payments have been made to this open item, the Check Amount stored here will reflect the last Check Amount that was used on a payment for this open item.
<b>Year-To-Date Sales</b>	This is a calculated field by the system that keeps an on-going total of Sales Totals for this customer based on all invoices, credit memos, and debit memos that have been issued to this account.
<b>Average Days to Pay</b>	This field is a calculated weighted average based on the number of days it takes this customer to pay each open item. On average, you will be able to determine that the customer is a good paying client, slow paying client, or in between based on this on-going calculation.
<b># Invoices in Average</b>	This field stores the total number of invoices that have been used in the "Average Days to Pay" calculation. Therefore, you don't want to base a credit decision necessarily on one or two invoice payments. On the other hand, if it is based on fifty invoices, a better history has been defined and can assist you more accurately in your decisions.
<b>High Balance</b>	This field stores the highest outstanding balance the customer has maintained with your company.
<b>Aging Date</b>	This field stores the last date of when a customer aging was calculated for this account. Therefore, when you are looking at all of the balances in each of the following Aging Categories, make sure to look at this date to ensure that the date is fairly recent. If it is fairly old, then you should go to the Reports menu option and run the option to " <i>Calculate Age of Accounts</i> " to realign all of the open items into the current aging categories before making any business decisions.
<b>Aging Amounts</b>	This section is actually contained in seven fields of information. This system displays a Total Balance, as well as six fields for the Aging Categories that have been defined in the Accounts Receivable Master Configuration. This includes the Current category plus each increment thereafter ( <i>i.e. 30 days each</i> ).

<b>Last Invoice Date</b>	This field stores the “last” invoice date that was posted against this customer account. This field is automatically updated on the customer’s record whenever an invoice is generated for a customer.
<b>Last Order Date</b>	This field stores the “last” Order date that was posted against this customer account. This field will be updated directly from the Sales Order Entry module each time a new order is entered into the system.

When you are done with the “**Aging**” section of the customer’s record, <click> “**Cancel**” to return to the main data entry screen.

<b>Pricing (Button)</b>	<p>When the “Pricing” button is selected, a new screen will appear that will allow the user to enter an Inventory Item into the system and have the system calculate a price for the item selected for this customer. Depending on whether the customer has any specific price plans defined, or if there are any quantity breaks defined for each of the inventory items, the system will automatically calculate the customer’s price on demand while at the same time show a display of the status of the item’s inventory levels.</p> <p>As shown on the following screen, you may enter the Inventory Item directly or use the scrolling screen to select the specific item. Once selected, the screen will show if the item has multiple units of measure, its Quantity On-Hand, On-Order, Reserved, Required for Manufacturing, and total Available. You will then be prompted to enter a Quantity that you would like the system to “Calculate a Price” for. Although this screen shows a price of \$5.25 for the following item, this field only appears AFTER the quantity was entered.</p>
-------------------------	---

**Calculate Inventory Pricing - HARC1**

Tools Launch

Inventory Item: 8' - 2" X 4" Boards

30 501 1670

Pricing Information:

Unit Of Measure:

☒ EA

Quantity On-Hand: 291.00

Quantity On-Order: 100.00

Quantity Reserved: 4.00

Quantity Req. Manf.: 0.00

Quantity Available: 387.00

Quantity: 150.00

Calculated Price: \$5.25

Close

When you are done with the **“Pricing”** section of the customer’s record, <click> **“Cancel”** to return to the main data entry screen.

<b>Shipping Address (Button)</b>	This shipping address allows merchandise to be shipped to a company or separate location with an entirely different name than the Customer Name. You will be able to set up multiple shipping addresses for each customer set up in this option.
<b>Ship-to Name</b>	This is the company name that will be printed above the ship to address on the invoice. If this field is <b>“Same,”</b> the program will use the Customer Name. Once the customer has been added to the file, you may select the option, <i>“Set Up Ship-To Addresses”</i> from the menu to add up to one million additional shipping addresses ( <b>Windows Character-based</b> ) or nine million under ( <b>UNIX</b> ).
<b>Ship-to Address</b>	This is the address that will be printed in the <b>“Ship To:”</b> area of the invoice. If this field has the word <b>“Same,”</b> the program will use the Billing Address. This information may be changed at the time of invoicing for additional flexibility. This allows bills to be sent to one location while merchandise may be shipped to another.

When you have completed the **“Shipping”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

<b>Historical Information (Button)</b>	This option will allow you to change the historical information for this customer. Another screen will be displayed which will allow you to change the following information:
<b>Unpaid Finance Charges</b>	This is the amount of finance charges that have been charged to the customer's account and have not yet been paid. Whenever the option, <i>“Calculate Finance Charges”</i> is executed, the amount of finance charges calculated will be added to this field until it is specifically paid.
<b>YTD Finance Charges</b>	This is the total amount of finance charges that have been charged to this customer's account for the year. This amount will be cleared when the option, <i>“Start a New Year”</i> is performed. This amount will be displayed on the Year-end Customer Statement.
<b>Average Days to Pay</b>	This is the average number of days that it takes for this customer to pay an invoice. It will automatically be calculated when payments are entered and posted against an invoice in full. This could be a very useful number when deciding the amount of credit to extend to a customer.
<b>Basis - # of Inv.</b>	This is the number of invoices that was used in the calculation of <i>“Average Days to Pay.”</i>  The bottom portion of this screen, allows you to enter the total number of invoices and the gross sales for each period of the fiscal year. These figures will automatically be updated during normal processing.

When you have completed the **“Historical”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.



## Price Plans (Button)

This option allows you to change the **“Price Plan”** information for this customer. By <clicking> on the **“Price Plans”** button, another screen will be displayed which will allow you to add, change, or delete price plans for this customer. The system allows up to twenty (20) different price plan assignments for each customer.

**Inventory Price Plans** must first be set up in the Manufacturing Inventory Management module to be available for use with this option. Once they are set up, they may be accessed and assigned to each customer on this screen. Keep in mind that if an inventory item is used in more than one plan, the first plan that is listed here to include that item will be used for its pricing as long as all other criteria are met. Therefore, the order in which plans are assigned here is very important.

Type in the Plan Number for each line or <click> the **Down Arrow (F2 by default)** and select from the available list and its description will appear immediately to the right.

When you have completed the **“Price Plans”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

To validate this entire customer record <click> on the **“Save”** button. To exit from this option <click> on the **“Close”** button.

### Results:

#### **coAR1dy.dbf - Customer File**

- Customer is Added to File

#### **coARF.dbf - Price Plan Assignment File**

- Price Plans are Added to File

## Change Mode (AR0402)

This mode allows you to change information on an existing customer. If you have made any mistakes during this set up process, you may return to the **“Set Up Customers”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

While in **“Change”** mode, you may choose to change Historical information by <clicking> on **“Historical”** button. This screen is a scrolling window, which contains the purchase amounts for each month of the year. It also has the Year-To-Date Payments and Average Days to Pay, and Number of Invoices.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“Save.”**

When you choose to select a specific record in the file, you may search for that record by customer number, name or special (*u-define*) field. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“OK.”**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting (*cut*), delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.



When all changes are made, <click> on the **“Save”** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **“Save”** button to validate this record.

**Results:**

**coAR1dy.dbf - Customer File**

- Customer Information is Updated

**coARF.dbf - Price Plan Assignment File**

- Price Plan Information is Updated

## Delete Mode (AR0403)

This mode allows you to delete a customer account. You cannot, however, delete a customer that has current open items. In addition, you should not delete customers that have had any account activity during the current period. This will result in incorrect sales reporting information. This option allows you to delete customers that you may have entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a customer is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

**Results:**

**coAR1dy.dbf - Customer File**

- Customer Information is marked for Deletion

**coARF.dbf - Price Plan Assignment File**

- Price Plans Information is marked for Deletion

## Copy Mode (AR0404)

This mode allows you to create a new customer by copying the information from an existing one. Using this option, the system provides a quick method of setting up customers that are very similar. This may apply where a single customer may actually require multiple accounts because of separate locations or branch offices, which require separate billings.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the **Menu Bar** and then **“Copy.”** You will be asked if you wish o copy customer pricing information. Choose **“yes”** or **“no.”**

You will notice all the information, except for the customer number, will be copied to a new record. Enter the new customer number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

**Results:**

**coAR1dy.dbf - Customer File**

- New Customer Information is Set Up

**coARF.dbf - Price Plan Assignment File**

- Price Plan Information is Set Up

## IMPORT CUSTOMERS (AR0601)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

This option is designed to allow you to import Customer Accounts directly into the Accounts Receivable module. The customers will be updated as if processed through the normal **“Add”** mode in the *Set Up Accounts* menu option from within the Accounts Receivable system.

When you select the option to **“Import Customers”** from the **“Set Up and Maintenance”** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button. This will print out the format in which this option is looking for information to be organized in. To create a map file in the program directory, <click> on the **“Create Map”** button. This will create the **AR0601.MAP** file in the directory the program is installed.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length **ASCII** file, it must have a logical record length of **389** bytes, and have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Customer #	CHAR	2	10
Name	STRING	12	30
Bill Addr. 1	STRING	42	25
Bill Addr. 2	STRING	67	25
Bill City	STRING	92	15
Bill State	STRING	107	2
Bill Zip	STRING	109	10
Ship Name	STRING	119	30
Ship Addr. 1	STRING	149	25
Ship Addr. 2	STRING	174	25
Ship City	STRING	199	15
Ship State	STRING	214	2
Ship Zip	STRING	216	10
Contact	STRING	226	20
Phone	STRING	246	14
*Special	STRING	260	20
Salesman	STRING	280	5
Region	STRING	285	5
Comments 1	STRING	290	50
Comments 2	STRING	340	50

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “text” file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “transaction” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “text” files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three (3) data items.

- 1) **Import File Format**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import File Format**” is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

## Fixed Length ASCII Files

Fixed Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank – Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

## Variable Length ASCII Files

Variable Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

## Comma Delimited \*.PRN Files

Comma Delimited \*.PRN “text” files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

## File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- 1) They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- 2) They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX file servers.
- 3) They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **“action numbers.”** These **“action numbers”** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called **“Cont? (0=NO, 1=YES).”** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **“1”** for **YES** to indicate that the transaction is continued. The last line should contain a **“0”** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (\*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **“MAP”** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **“MAP”** files one of two ways. You may first <click> on the **“Create Map”** button at the point in the program when you have selected the **“import”** option. The result is to produce a **“XXXXXX.map”** file in the program directory. The **“Xs”** in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0604.MAP**).

The **“XXXXXX.map”** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **“vi”** under UNIX, you may create a customized import record layout. Whenever a **“XXXXXX.map”** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

**NOTE: “Key Value”** fields must be present in the import file and cannot be deleted from the record layout file. **“Key Value”** fields are those fields that are designated with an asterisk (\*) in the documented import record layouts. You may also have customized **“MAP”** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

## Sample Import Customer File

Data Pro Support Document



### IMPORT CUSTOMER FILES (AR0601.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import Customers and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as AR0601.MAP.**

#### Explanation of File:

"Customer #", (field name found in data dictionary) 0, (DPOffset **(This is an internal offset and can not be changed)** 10, (length of field) "STRING", (Type of field) 2, (Starting position of field) 10 (length of field)

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPOffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Action #",-1,0,"CHAR",1,1
"Customer #",0,10,"STRING",2,10
"Name",11,30,"STRING",12,30
"Bill-Addr.1",219,30,"STRING",42,30
"Bill-Addr.2",281,30,"STRING",72,30
"Bill-City",467,30,"STRING",102,30
"Bill-State",529,2,"STRING",132,2
"Bill-Zip",561,10,"STRING",134,10
"Ship-Name",188,30,"STRING",144,30
"Ship-Addr.1",249,30,"STRING",174,30
"Ship-Addr.2",311,30,"STRING",204,30
"Ship-City",497,30,"STRING",234,30
"Ship-State",531,2,"STRING",264,2
"Ship-Zip",571,10,"STRING",266,10
"Contact",156,20,"STRING",276,20
"Phone",63,20,"STRING",296,20
"Special",42,20,"STRING",316,20
"Salesman",732,5,"STRING",336,5
"Region",726,5,"STRING",341,5
"Comments 1",615,50,"STRING",346,50
"Comments 2",666,50,"STRING",396,50
"LRL",445
```

#### Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY
```

## Data Pro Support Document

**IMPORT CUSTOMER FILES (AR0601.MAP) CUSTOMIZED****NOTE**

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.

**Example: "510 Main Street"**

```
*"Action #",-1,0,"CHAR",1,1
*"Customer #",0,10,"STRING",2,10
*"Name",11,30,"STRING",12,30
"Bill-Addr.1",219,30,"STRING",42,30
"Bill-Addr.2",281,30,"STRING",72,30
"Bill-City",467,30,"STRING",102,30
"Bill-State",529,2,"STRING",132,2
"Bill-Zip",561,10,"STRING",134,10
"Ship-Name",188,30,"STRING",144,30
"Ship-Addr.1",250,30,"STRING",174,30
"Ship-Addr.2",312,30,"STRING",204,30
"Ship-City",498,30,"STRING",234,30
"Ship-State",545,2,"STRING",264,2
"Ship-Zip",572,10,"STRING",266,10
"Contact",156,20,"STRING",276,20
"Phone",63,14,"STRING",296,14
"Fax",84,20,"STRING",310,14
"Email",105,50,"STRING",324,50
**"N BFYN",758,1,"STRING",-1,1
"Limit",718,0,"DOUBLE",374,16
"Termdays",782,0,"INT",390,3
"Terms",759,20,"STRING",393,20
"Termtype",780,0,"INT",413,3
*"Tax",746,10,"STRING",416,10
*"Salesman",732,5,"STRING",426,5
"Region",726,5,"STRING",431,5
"LRL",435
```

\* Required fields for importing records

\*\* Imports a "N" for each record. Not included in import file. Length depends on how many characters are specified.

**NOTE**

Make sure bank accounts, tax codes and salesman are set up prior to importing files.

***Field Type Formatting:***

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS
SEPARATING FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE
LENGTH REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

**Field Descriptions:**

**"ACTION" TYPES**

- 1 = ADD A RECORD
- 2 = CHANGE
- 3 = DELETE
- 4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

**"TERMTYPES" TYPES**

- 1 = FIXED DUE DATE
- 2 = NET DAYS
- 3 = NET EOM

**Import Tips:**

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example: If you were going to be forcing a General Ledger number the line would look as follows:**  
**"10100 Default GL Account",679,20,"STRING",-1,5 (5 being the length of the account number)**

**NOTE**

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.



## Data Pro Support Document

***If you are importing from Excel using a space delimited file:***

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import three times. Use an Action #4 for all imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

**Example: Vendor # width of column would be 10.**

**String:** Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double:** Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

```
*"Action #",-1,0,"CHAR",1,1
*"Customer #",0,10,"STRING",2,10
*"Name",11,30,"STRING",12,30
"Bill-Addr.1",219,30,"STRING",42,30
"Bill-Addr.2",281,30,"STRING",72,30
"Bill-City",467,30,"STRING",102,30
"Bill-State",529,2,"STRING",132,2
"Bill-Zip",561,10,"STRING",134,10
"Contact",156,20,"STRING",144,20
"Phone",63,14,"STRING",164,14
"Fax",84,20,"STRING",178,14
**"N BFYN",758,1,"STRING",-1,1
*"Tax",746,10,"STRING",192,10
"LRL",201
```

\* Required fields for importing records

\*\*Imports a "N" for each record. Not included in file. Length depends on how many characters are specified.

***Second Import:***

```
*"Action #",-1,0,"CHAR",1,1
*"Customer #",0,10,"STRING",2,10
"Ship-Name",188,30,"STRING",12,30
"Ship-Addr.1",250,30,"STRING",42,30
"Ship-Addr.2",312,30,"STRING",72,30
"Ship-City",498,30,"STRING",102,30
"Ship-State",545,2,"STRING",132,2
"Ship-Zip",572,10,"STRING",134,10
"Region",726,5,"STRING",144,5
"Email",105,50,"STRING",149,50
"Limit",718,0,"DOUBLE",199,16 (must have 0.00) if none
"LRL",214
```

\* Required fields for importing records

***Third Import:***

```
*"Action #",-1,0,"CHAR",1,1
*"Customer #",0,10,"STRING",2,10
"Termdays",782,0,"INT",12,3
```

```
"Terms", 759, 20, "STRING", 15, 20  
"Termtype", 780, 0, "INT", 35, 3  
*"Tax", 746, 10, "STRING", 38, 10  
*"Salesman", 732, 5, "STRING", 48, 5  
"LRL", 52
```

\* Required fields for importing records

**NOTE**

Make sure salesman and sales tax codes are set up prior to importing files.

Use a text editor or notepad to adjust the AR0601.map file for the first import. After import complete, copy the AR0601.map to AR0601.old. Change the AR0601.map to the Second format to import second phase of information. After import complete copy the AR0601.map to AR0601.3<sup>rd</sup> and change the map file AR0601.map to the third format.

## RENAME AR CUSTOMER NUMBER (AR0450)

This option was designed to allow a user to modify existing *Accounts Receivable Customer Numbers* in all applicable fields. The following pages will describe the changes that will take place during normal processing when this menu option is executed.

### **NOTE**

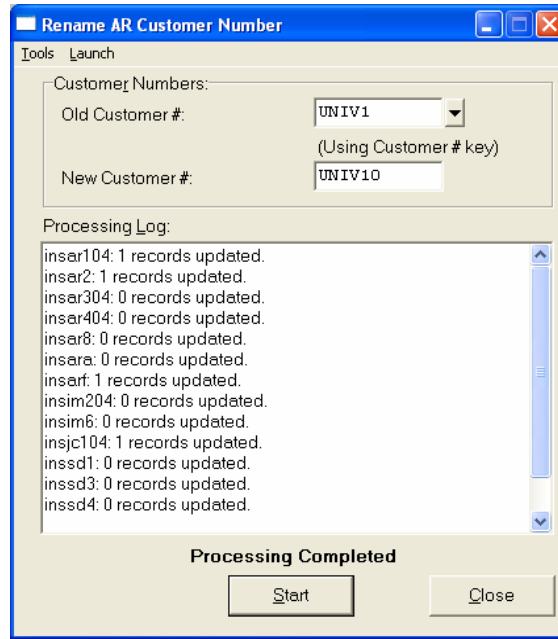
Although this option will perform a series of “**record locks**” as necessary as it goes through all of the integrated files as it “**renames**” all of the appropriate transactions, records, and notes attached to the master records, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive “**record locked**” error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions. **ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!**

For instance, many users may desire to rename a single customer number which has a great deal of history or transactions posted to it over time. This would only be possible with a special function like this with a unique capability to update all of the files where the *Accounts Receivable Customer Number* has been updated. The following section provides a listing of the files that will be updated once this menu option has been selected and the customer numbers defined.

### **NOTE**

You **MUST** perform the Rename function for each fiscal year you want the rename to be applied.

When you choose this menu option and enter the **Old Customer #** and **New Customer #**, the following screen will appear: Notice that the **Old Customer #** field allows users to <click> on the **Down Arrow (F2 by default)** to select from the existing Customer File. Once selected, you may then enter the new Customer Number in which you want to convert. The section of the screen below will display a “**Processing Log**” of the various files in all of the related accounting modules and the number of records in each file that have been affected by the change.



When done, the screen will state **“Processing Completed”** and you may <click> on the **“Close”** button to return to the menu.

File Name	Fields Modified
<b>ACCOUNTS RECEIVABLE</b>	
AR01 (xxxAR1dy.dbf) Accounts Receivable Customer File	NUM
AR02 (xxxAR2.dbf) Accounts Receivable Open Item File	CNUM
AR03 (xxxAR3dy.dbf) Accounts Receivable Transaction File	CNUM
AR04 (xxxAR4dy.dbf) Accounts Receivable Transaction Detail File	CNUM
AR06 (xxxAR6.dbf) Accounts Receivable Ship Address File	CNUM
AR10 (xxxARA.dbf) Accounts Receivable Cycle Invoice File	CUSTNUM
AR15 (xxxARF.dbf) Accounts Receivable Price Plan File	NUM
AR23 (xxxARN.dbf) Credit Card Info File	CNUM
<b>MANUFACTURING INVENTORY MANAGEMENT</b>	
IM06 (xxxIM6.dbf) Inventory Cost Layer File	CUSTNUM
<b>JOB COST</b>	
JC01 (xxxJC1dy.dbf) Job Cost Project File	CNUM

File Name	Fields Modified
<b>CUSTOMER SUPPORT MANAGEMENT</b>	
SD01 (xxxSD1.dbf) Serial Number File	CUSTNUM DLRNUM
SD02 (xxxSD2dy.dbf) Support Ticket File	CUSTNUM
SD03 (xxxSD3.dbf) Support Contract File	CUSTNUM
SD04 (xxxSD4.dbf) Support Tickler File	CUSTNUM
<b>SALES ORDER ENTRY</b>	
SO01 (xxxSO1dy.dbf) Sales Order File	CNUM
SO04 (xxxSO4.dbf) Sales Order Picking Ticket Work File	CUSTNUM

## SET UP SHIP-TO-ADDRESSES

This section discusses the ways to add, change, and delete ship-to addresses. These addresses are used during the invoicing process and allow a central location to be billed for goods and services while shipping merchandise to a separate location.

### Inquiry Mode (AR0430)

The “**Inquiry**” mode allows you to view summary information about your customer’s ship-to addresses. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

### Add Mode (AR0431)

This mode allows you to add new ship-to addresses. You may input all shipping address information with this option. It is possible that a customer will have multiple locations for shipping and a central location for billing. This option allows for the shipping addresses to be defined and tied to a particular customer. These multiple ship-to addresses can be called up on demand during the invoicing process in both Accounts Receivable and Sales Order Entry modules.

**Maintain Ship-To Addresses**

Tools Launch Navigation Operation

Mode: **Inquiry**

Customer #: ALLE1

Location #: Clearwater

Name: Allen's Hardware Shops Inc.

Address: 8814 Belcher Ave.

City: Clearwater

State: FL

Country: Zip: 33521

Tax Rate #: 1 State Tax

Salesman: JF Jack Friedman

E-Mail: kdavis@yahoo.com

Contact: Ken Davis

Phone: 813-447-1201

Fax Number: 813-447-1289

Dist. Center Id:

User Fields... Save Cancel Close

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items set up on a customer’s ship-to address.

<b>Customer #</b>	Enter a valid customer number or <click> the <b>Down Arrow (F2 by default)</b> to gain access to your customer listing ( <b>required</b> ).
<b>Location #</b>	This field is large, allowing for a wide range of coding schemes. Many firms will want to use a customer's actual warehouse or store coding number. Others may want to create their own coding system, but you should be consistent regardless of the method you choose ( <b>required</b> ).
<b>Name</b>	This is a thirty ( <b>30</b> ) character field that allows you to enter the name where the products or invoices will be sent to. If left blank, this field will default to the Customer Name on the invoice.
<b>Address</b>	This is the full shipping address of the customer. There are four lines of thirty ( <b>30</b> ) characters each for the address.
<b>City</b>	This is the city of the customer. There are thirty ( <b>30</b> ) characters allocated for the city.
<b>State</b>	The system will allow fifteen ( <b>15</b> ) characters for the state of this customer.
<b>Country</b>	If you have elected to include <b>“Country in Address”</b> ( <i>an option during the set up of a Company</i> ) the system will include <b>“Country,”</b> as a data field in the ship-to address information for this company. The system will allow for fifteen ( <b>15</b> ) characters for the country.
<b>Zip</b>	This is a ten ( <b>10</b> ) character zip code for the customer’s ship-to address. For example: <b>Customer Name:</b> ABC Company, Inc. <b>Address:</b> 123 Main Street Suite 1030 <b>City:</b> Vancouver

	<b>State:</b> Brit. Columbia <b>Cntry:</b> Canada <b>Zip:</b> V6E 4A2
<b>Tax Rate</b>	<p>This field is designed to allow the flexibility of charging the appropriate tax rate at a specific location. A customer may have several locations around a state, but counties in each state may have varying tax rates. Assigning the appropriate tax rate here will override the default Tax Rate set up in the customer's master file.</p> <p>This may also include “<b>exempt</b>” in case some locations are out of state and not subject to taxation (<b>required</b>).</p>
<b>Salesman</b>	<p>This field is included to allow the system to pay commissions to different sales representatives based on their location. A large customer with many locations may have several sales representatives calling on their various locations. This feature will override the default Salesman that is set up in the customer's master file. Commission calculations will be made based on the salesman that is assigned to this field (<b>required</b>).</p>
<b>E-Mail</b>	<p>This is a fifty (<b>50</b>) character (<i>alpha/numeric</i>) field for the E-Mail address name for the company or contact for this customer. This field is for reference purposes only.</p>
<b>Contact</b>	<p>This is a twenty (<b>20</b>) character field for the entry of the primary contact at this location.</p>
<b>Phone</b>	<p>This is the fourteen (<b>14</b>) character field for the telephone number of this particular Ship-To location.</p>
<b>Fax Number</b>	<p>This is the fourteen (<b>14</b>) character field for the customer's fax number. There is enough room for the full fax number, including area code, and all parentheses, spaces, and hyphens.</p>
<b>Dist. Center Id</b>	<p>This field is used to support the DP/EDI product.</p>

## Change Mode (AR0432)

This option allows you to change information on an existing Ship-To Address. If you have made any mistakes during this set up process, you may return to the “*Set Up Ship-To Addresses*” option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the “*Modify the Current Record*” button or choose the “*Operation*” option from the Menu Bar and then “*Change*.” Make the changes required and <click> on the “**Save**” button to save your changes or <click> on the “**Cancel**” button to cancel the changes made.

### Results:

coAR8.dbf - Ship-To Address File  
 - Ship-To Address Information Updated

## Delete Mode (AR0433)

This option allows you to delete a Ship-To Address. This option allows you to delete Ship-To Addresses that you may have entered by mistake, or you no longer require.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the “*Delete the*

**Current Record**” button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a ship-to address is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

**Results:**

**coAR8.dbf - Ship-To Address File**

- Ship-To Address Information is marked for Deletion

## UPDATE CUSTOMER PRICING (AR0440)

This option allows you to update price plan information for a range of customers. It is possible for a customer to have **“custom”** prices assigned to specific inventory items. This option allows you to assign Price Plans to your customers. Up to twenty **(20)** Price Plans may be assigned to a single customer.

When you select this option, a screen is displayed that will prompt you to enter a beginning and ending range of customers to be updated. You may then select to **“mask”** by sales region if so desired.

You will be prompted to select one of the following three **(3)** options.

**1) Add a New Price Plan**

This option will add the selected Price Plan to all customers within the range selected. Enter this Price Plan Number in the “New Plan” field or press the F2 key to gain access to the available list of Price Plans. If you want this selected Price Plan to be added to the top of the list, then <click> on the “First Plan” box. If you have selected to place this as the first plan and there are already twenty (20) Price Plans assigned to these customers, this Price Plan will be inserted at the top of the list and the last Price Plan will be deleted.

If you leave the “First Plan” box blank and there are already twenty (20) Price Plans assigned to these customers, the system will alert you and no Price Plan will be added. Keep in mind that the order in which price plans appear is very important if inventory items are found in more than one Price Plan. If all criteria is met during data entry for invoices or sales orders, the first plan to meet the criteria will be used in pricing calculations.

**2) Remove Price Plan**

This option will remove the selected Price Plan from the range of customers selected. The system will prompt you for the Price Plan to remove. Enter the Price Plan number or press F2 to scroll through the file.

**3) Replace Price Plan**

This option will replace an existing Price Plan with a new Price Plan for the range of customers selected. The system will prompt you for the existing plan name and the new plan name. This option could be used to update new seasonal pricing schedules or changes in a manufacturer's product mix.

<Click> on the **“Start”** button to validate these changes.

## SET UP SALES CODES (AR0441)

This section discusses the ways to add, change, delete, and copy sales codes. It also discusses how to print the Sales Code Maintenance Report, which is used to verify all information input into the Sales Code file. Sales Codes can be up to ten **(10)** characters (*alpha/numeric*). Sales Codes are used by the Accounts Receivable system to group certain types of sales. They are also used to define the General Ledger accounts to be used with all types of transactions performed in the Accounts Receivable module.

Sales Codes can also be used to define Multiple Accounts Receivable accounts, which can then be set up on the customer master record. This assignment will default all transactions for that customer to a separate Accounts



Receivable account in the General Ledger. Sales Codes can be set up to determine whether a type of sales category is taxable or non-taxable.

You may also set up a default unit of measure, a default unit cost and unit sales price, and a default JC Cost Code. There are also several default sales codes defined in the **“Change Master Configuration”** option that must be set up for the system to use during transaction processing.

You may add **“notes”** to any Accounts Receivable Sales Code that may be viewed on the screen for additional information or planning. This may be done when adding a new sales code, changing an existing sales code or copying a sales code. By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters, each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor. If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

#### **NOTE**

When writing an invoice, there may be times when you would like to enter one or more lines on the invoice which are for description purposes only. By entering any sales codes that begins with a period (.), the system will allow you to enter a description line. If you are interactive with Sales Order Entry, you will want to use the two descriptive sales codes. One with a single period (.) that tells the system that this is descriptive text only and a sales code with two periods (..) that tells the system to keep these descriptive lines with a specified line during compression of a sales order file. The (.) and (..) sales codes used for descriptions only along with the (.Text) and (..Text) sales codes used for extensive text description of up to ten lines each are created automatically when the option to create New Files From Scratch is executed for each company.

## **Inquiry Mode**

The **“Inquiry”** mode allows you to view summary information about your Accounts Receivable Sales Codes. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

## **Add Mode (AR0405)**

This option allows you to set up new sales codes. Sales codes must be used when recording sales to classify the type of merchandise you are selling. Many of the sales reports use sales codes for totaling or summarizing. Sales Codes are also used to define Account Receivable accounts which make the system flexible by allowing distribution of transactions by customer to multiple Accounts Receivable accounts. Sales Codes are a means for the Accounts Receivable program to categorize various types of transactions. Depending on the nature of your business, you may desire either very specific and detailed sales reporting of sales, cost of sales, methods of payments, taxable/non-taxable type sales, etc., or you may simply want to keep everything very simple and non-detailed as possible.

Sales Codes allow you to define a default unit of measure, unit sales price, a default unit cost and a default JC Cost Code. Regardless of your preference, Sales Codes will allow you to customize your system to report this type of information in the manner that you choose.

For instance, in our sample company illustrated throughout the sample reports section, our company sells various types of residential and commercial cleaning products. For many firms it may be sufficient to simply say, ***“We sold \$1000 worth of electrical products last month.”***

However, other companies may want to know that they actually sold **\$150** worth of electric fuses, **\$475** of 50 gauge electric wire, and **\$375** worth of electric fuse boxes. Either method of reporting is possible with this module. It is simply a matter of configuring **Sales Codes**.

Various special sales codes are required to track freight, taxes, discounts, and several other types of non-sale activity. The system comes with several default sales codes to keep track of these various *“basic”* sales codes. These default sales codes are the sales codes that the system needs to use during the processing of most transactions. These sales codes must be defined in the option ***“Master Configuration”*** as well as being set up in your sales code file. If you elect to use the defaults, these sales codes are already configured for you. You will need to change the General Ledger account numbers on these codes to match your General Ledger account numbers.

Because there are different ***“special reporting”*** needs that sales codes perform, such as sales discounts, sales tax, deposits, freight, etc., it is important to classify certain sales codes in specific ways. Sales Codes that will be used to track any type of item other than sales amounts should be assigned a code number that start with the letters ***“SC.”*** This includes Sales Codes that are set up to track Multiple Accounts Receivable accounts. This will tell the system to automatically place these codes in the lower section of the Sales Code Summary report, which is for special items or non-sales type items. If during the posting of payments, you desire to post cash receipts to multiple cash accounts or to a specific AR account, then an additional Sales Code should be created for each cash account and each accounts receivable account that is to receive postings.

At the prompt ***“GL Sales Account,”*** enter the account number for each specific cash account to be set up. The system will allow you to specify a different Cash Sales Code as an override to the default Cash Receipts Sales Code during the posting of payments.

During the processing of transactions, if the system needs to update one of these sales codes, and it cannot be found in the sales code file, an error sales code will be added with the sales code number ***“ERROR”*** and a description of ***“Sales Code Not Found.”***

If you are adding a new record, navigation is not required. <Click> on the ***“Create a New Record”*** button or choose the ***“Operation”*** option from the Menu Bar and then ***“Add.”***

The following is an explanation of each of the data items set up on a sales code.

<b>Sales Code</b>	This is the ten (10) character ( <i>alpha/numeric</i> ) code used to define this sales code.
<b>Description</b>	This is the thirty (30) character ( <i>alpha/numeric</i> ) description of the sales code. This will be displayed on all of the sales summary reports. This will also be the default description of an item that is being sold when entering an invoice, if no other description is input when entering an invoice line.
<b>Taxable</b>	This field specifies whether or not any sales entered using this sales code are taxable or non-taxable. This tax status may be overridden at the time of writing an invoice if the option, “ <b>Override Tax by Invoice Line</b> ” is turned “ <b>on</b> ” in the Master Configuration. If this sales code is to be a taxable item, then <click> “ <b>on</b> ” the box.
<b>Default U/M</b>	This is a four (4) character ( <i>alpha/numeric</i> ) field which is used to define a default Unit of Measure. This unit of measure will be shown when this sales code is selected. If it is required, you may override this unit of measure at the time of entry.
<b>Unit Price</b>	This is the default unit sales price for this sales code. When you select a sales code, which has a unit sales price, defined, this will be the unit price for that line item on the transaction. You will have the option of overriding this unit price during data entry of the transaction.
<b>Unit Cost</b>	This is the default unit cost for this sales code. When you select a sales code, which has a unit cost, defined, this will be the unit cost for that line item on the transaction. The unit cost will be multiplied by the quantity entered to calculate the cost of sales for that line item on the transaction.
<b>Sales Account</b>	<p>For normal “<b>sales type</b>” sales codes, this is the General Ledger Sales or Income account that will be credited when sales are entered. For special “<b>non-sales type</b>” sales codes, this is the account that will be used for the necessary debit or credit. For example; the Cash Account, Discount Account, Sales Tax Account, etc.</p> <p>For “<b>AR Code type</b>” sales codes, this is the Accounts Receivable account that will be used for the necessary debit or credit. This type of sales code is utilized to distribute Sales and Cash Receipt entries to specific Accounts Receivable accounts set up in the General Ledger. These codes are defined in the set up of the customer's record, and at the time of transaction entry.</p> <p>If you do not wish to execute the multiple AR account tracking, the default Accounts Receivable account set up in the <b>Accounts Receivable Master Configuration</b> will be the account used.</p>
<b>Sales Amount</b>	This is the current, unposted amount of sales that have been entered through the “ <b>Enter Transactions</b> ” option. This amount will be accumulated until the Sales Code Summary Report is printed and the option “ <b>Clear Current Amounts</b> ” is selected, which will also update the General Ledger Integration file, if it is set to be interactive.
<b>Asset Account</b>	If Accounts Receivable is interactive with Manufacturing Inventory Management, the system will calculate the cost of sales for any inventory item sold. Additional cost of sales may be entered for any invoice. This account is the Inventory Asset account that will be the credit offset for all cost of sales postings to this sales code. The GL Asset Account is not used in conjunction with “ <b>non-sales type</b> ” or “ <b>AR Code type</b> ” sales codes.

<b>COS Account</b>	This is the General Ledger Cost of Sales account that will be debited for any inventory item or additional cost of sales that is charged to this sales code. The GL COS Account is not used in conjunction with “ <b>non-sales type</b> ” or “ <b>AR Code type</b> ” sales codes.
<b>COS Amount</b>	This is the current, unposted amount of cost of sales that has been calculated when entering transactions. This amount will be accumulated until the Sales Code Summary Report is printed and the option “ <b>Clear Current Amounts</b> ” is selected, which will also update the General Ledger Integration file, if it is set to be interactive.
<b>JC Cost Code</b>	This is the default Job Cost Code that will be used for this sales code. When this code is defined and used in conjunction with Order Entry, the sales and cost of sales amounts for each invoice will be posted to this Cost Code on the job or project number defined on each order.
<b>Checking Account</b>	This checking account number is used to define a valid bank account set up in the Check Reconciliation module. It will be used to post daily deposit amounts to the Check Reconciliation module. At the time the deposit register is run and integration to the Check Reconciliation module is turned on, the system will prompt you to post the deposit amount to the Check Reconciliation module.
<b>Details</b>	<Click> on the “ <b>Details</b> ” button and a screen will appear to allow you to enter the <b>Total Sales</b> and <b>Total Cost of Sales</b> amounts for each period of the fiscal year. These amounts will be automatically updated during normal processing. When completed, <click> on the “ <b>Save</b> ” button to save these changes.

If you are adding a sales code specifically for **EFT** transaction payments, the sales code **MUST** begin with “**SC.**” The checking account number that you select **MUST** be one that was set up specifically for **EFT** transactions. For more information on the **EFT** processing procedures, please refer to **Chapter 1** of the **Check Reconciliation** manual.

Once all information is entered for this sales code, <click> on the “**Save**” button to validate this information or <click> on the “**Cancel**” button to cancel this entry.

**Results:**

**coAR7dy.dbf - Sales Code File**

- Sales Code is Added
- Historical Information is Updated (*optional*)

## Change Mode (AR0406)

This option allows you to change information on an existing sales code. If you have made any mistakes during this set up process, you may return to the “**Change A Sales Code**” option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the “**Modify the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Change.**” Make the changes required and <click> on the “**Save**” button to save your changes or <click> on the “**Cancel**” button to cancel the changes made.

**Results:**

**coAR7dy.dbf - Sales Code File**

- Sales Code Information is Updated
- Historical Information is Updated (*optional*)

## Delete Mode (AR0407)

This option allows you to delete an existing sales code. Do **NOT** delete a sales code that has had activity in the current year. This will distort your sales figures. This option allows you to delete sales codes you may have entered by mistake or no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete sales codes that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a sales code is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

### Results:

#### coAR7dy.dbf - Sales Code File

- Sales Code Information is marked for Deletion

## Copy Mode (AR0408)

This mode allows you to create a new sales code by copying the information from an existing one. Using this option, the system provides a quick method of setting up sales codes that are very similar. Many items may only vary by description, tax status, or any other variable. The rest of the information relevant to these items may be exactly the same.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

<Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for the sales code number, will be copied to a new record. Enter the new sales code number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

### Results:

#### coAR7dy.dbf - Sales Code File

- Sales Code is Added
- Historical Information is Updated (*optional*)

## SET UP SALESMEN (AR0216)

This section discusses the ways to add, change, delete, and copy Salesman. It also discusses how to print the Salesman Listing which is used to verify all information input into the salesman file. The Accounts Receivable system has the ability to track sales by salesman, calculate and print commission reports, and print or graph a ranking of salesman by sales. For each salesman, you have the ability to define how commissions will be calculated, their commission rates, and gross and net sales history for each period of the fiscal year. You may add **“notes”** to any Accounts Receivable Salesman that may be viewed on the screen for additional information or planning. This may be done when adding a new salesman, changing an existing salesman or copying a salesman.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (AR0408)

The **“Inquiry”** mode allows you to view summary information about salesmen. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

## Add Mode (AR0409)

This mode allows you to set up new salesmen. Every time you enter sales you may supply a salesman number. Some reporting and the commission calculations are dependent on the salesman. This option allows you to add new salesmen to the salesman file. Each salesman must be assigned a salesman number, which can be up to five (5) characters (*alpha/numeric*). Each customer that you later add to the system may be assigned one of the salesman numbers that is entered here.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items set up on each salesman.

<b>Salesman</b>	This is a five (5) ( <i>alpha/numeric</i> ) character code representing this salesman.
<b>Name</b>	This is the twenty (20) character name of the salesman that will be displayed on all reports and screens.
<b>Password</b>	This is the eight (8) character salesman's password. This password will only be used in the <b>Point of Sale</b> module.
<b>Commission Type</b>	<p>This option defines the way commissions will be calculated for the salesman. The types available are:</p> <p><b>None:</b> No commission will be calculated for the salesman.</p> <p><b>Gross Sales:</b> Commission will be calculated on the gross amount of each sale, minus any taxes or freight.</p> <p><b>Net Sales:</b> Commission will be calculated on the net amount of each sale. This net amount will be calculated by using the gross amount of the sale, minus taxes and freight, minus the cost of sales amount for the sale.</p> <p><b>NOTE:</b> If the Master Configuration is set to calculate commissions based on cash receipts, all commissions will be calculated on the total dollars received, regardless of this type. &lt;Click&gt; on the appropriate Commission Type for this salesman.</p>
<b>Base Commission %</b>	These data items define the commission percentages that will be used when calculating the commission amount. The <b>“Base Commission %”</b> is the starting percent that will be used up to the <b>“Level 1 Break”</b> amount.

	<p>The “<b>Level 1 Commission %</b>” will be used on sales above “<b>Level 1 Break</b>” point up to “<b>Level 2 Break</b>” point.</p> <p>The “<b>Level 2 Commission %</b>” will be used on all sales above “<b>Level 2 Break</b>” point. This allows for several different commission rates for each salesman, depending on the volume of sales that were made.</p>
<b>Details</b>	By <clicking> on the “ <b>Details</b> ” button a screen will appear to allow you to enter the <b>Gross</b> and <b>Net Sales</b> for this salesman for each period of the fiscal year. These amounts will be automatically updated during normal processing. When completed, <click> on the “ <b>Save</b> ” button to validate these changes.
<b>Details</b>	When all information is entered for the salesmen, <click> on the “ <b>Save</b> ” button to validate this entry, or <click> on the “ <b>Cancel</b> ” button to cancel this entry.

**Results:**

coAR5dy.dbf - Salesman File

- Salesman is Added to Salesman File

**Change Mode (AR0410)**

This option allows you to change information for an existing salesman. If you have made any mistakes during this set up process, you may return to the “*Change a Salesman*” option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the “*Modify the Current Record*” button or choose the “*Operation*” option from the Menu Bar and then “*Change.*” Make the changes required and <click> on the “**Save**” button to save your changes or <click> on the “**Cancel**” button to cancel the changes made.

**Results:**

coAR5dy.dbf - Salesman File

- Salesman File Updated

**Delete Mode (AR0411)**

This option allows you to delete an existing salesman. Do **NOT** delete a salesman that has had activity in the current year - this will distort your sales and commission figures. This option allows you to delete salesmen you may have entered by mistake, or no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the “*Delete the Current Record*” button or choose the “*Operation*” option from the Menu Bar and then “*Delete.*” This will place you into the “**Delete**” mode, then <click> on “**Save**” to validate your deletion of this record.

Make sure this is what you want to do, because once a salesman is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

**Results:**

coAR5dy.dbf - Salesman File

- Salesman Information is marked for Deletion

## Copy Mode (AR0412)

This option allows you to create a new salesman by copying the information from an existing one. Using this option, the system provides a quick method of setting up salesmen that are very similar. Many salesmen records may only vary by their names. The rest of the information relevant to these salesmen may be exactly the same.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. <Click> on the “**Create a Record Based on the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Copy**.”

You will notice all the information, except for the salesman number, will be copied to a new record. Enter the new salesman number for this record. At this point, you may choose to edit any of the information or <click> on the “**Save**” button to validate, which will then add it to the file.

### Results:

coAR5dy.dbf - Salesman File  
- Salesman Added to the File

## SET UP TAX RATES (AR0217)

This section discusses the ways to set up, change, delete, copy tax rates and import tax rates from an ASCII file or update them through the **Independent Systems Tax Service** file. It also discusses how to print the Tax Rate Listing, which is used to verify all information input into the Tax Rate file. The Tax Rates are used by the Accounts Receivable system to define how sales tax will be calculated for each sale. The tax rate can be up to ten (10) characters (*alpha/numeric*). Each tax rate has two levels of tax rates. The first rate will be used until the sale amount exceeds the break point specified and then the second rate will be used on all sales above the break point.

Each level of tax rates has five different entity rates that may be specified. The total of the five entities will be the overall tax rate used in the invoice calculations. This will enable you to track several different types of taxes for each sale. For example, if you need to charge five percent tax for state tax, and one percent tax for county tax; set up **Entity 1** as **5%** and **Entity 2** as **1%**; for a total tax rate of **6%**.

Now, if the county tax was to be charged only on the first **\$1000** of sales, you should enter **\$1000** as the break point, and set the second tax rate up with **5%** for **Entity 1** and **0%** for **Entity 2**.

You may add “**notes**” to any Accounts Receivable Tax Rate that may be viewed on the screen for additional information or planning. This may be done when adding a new tax rate, changing an existing tax rate or copying a tax rate.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add**.” A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the “**User Fields**” button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.



**NOTE**

If you will be using entities to track the different types of taxes, make sure that you are consistent with which type of tax is put in each entity. For example, if you need to set up several tax rates for the different rates in several counties of the same state, always use the first entity as the state tax and the other entities as county tax. It is also recommended that you also set up a Tax Rate for Tax Exempt customers. These tax rates should have zeroes set up for all tax rates.

**Inquiry Mode (AR0424)**

The **“Inquiry”** mode allows you to view summary information about your tax rates. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

**Add Mode (AR0425)**

This option allows you to add a new sales tax rate. The rate has a two tier structure allowing a standard tax rate and an optional sales dollars break point with a higher (*or lower*) tax rate on sales above the break point. This option allows you to add new Tax Rates to the Tax Rate file. Each customer that is entered must be assigned a tax rate. This default customer tax rate may be overridden at time of invoicing.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items.

<b>Tax Rate #</b>	This is the number you assign to define your tax rate. This is a ten (10) character ( <i>alpha/numeric</i> ) field.
<b>Description</b>	This is the description of the Tax Rate which will be displayed on all reports and screens. This is a thirty (30) character ( <i>alpha/numeric</i> ) description field.
<b>Primary Tax Rate</b>	These rates are the tax rates for each of the five entities for the 1st tax rate. As you enter or change the rate, the total tax rate will automatically be adjusted.
<b>Break Point</b>	This is the dollar amount of sales that is the break point to begin using the second rate. All sales above the break point will be taxed at the 2nd rate.
<b>Secondary Tax Rate</b>	<p>These rates are the tax rates for each of the five entities for the 2nd tax rate. As you enter or change the rate, the total tax rate will automatically be adjusted.</p> <p style="text-align: center;"><b>NOTE</b></p> <p>The <b>“entity”</b> field is simply a feature that allows the breakdown of tax liability into several different categories, such as state, county, city, etc. This provides reporting which is <i>very useful in determining your tax liability for each government entity</i>.</p>
<b>Details</b>	By <clicking> on the <b>“Details”</b> button, a new screen will appear and will be updated as new sales are added to the system. Each tax rate affected will be updated with monthly information that consists of Total Sales, Taxable Sales, Taxable Subject Limit, Total Tax and Amount over Limit. When you have completed entering your information, <click> on the <b>“Save”</b> button to validate this screen.

When you have completed all data entry for this tax rate, <click> on the **“Save”** button to validate this record or <click> on the **“Cancel”** button to cancel the entry of this record.

**Results:**

**coAR6dy.dbf - Tax Rate File**

- Tax Rate Added to the File

## Change Mode (AR0426)

This option allows you change information on an existing tax rate. If you have made any mistakes during this set up process, you may return to the **“Change a Tax Rate”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

**Results:**

**coAR6.dbf - Tax Rate File**

- Tax Rate File Updated

## Delete Mode (AR0427)

This option allows you to delete an existing tax rate. Do **NOT** delete a tax rate that has had activity in the current year - this will distort your sales tax reporting. This option allows you to delete tax rates you may have entered by mistake or no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a tax rate is deleted, it cannot be retrieved. Be sure that no activity has been posted to any tax rates during the current year or your Sales Tax reports will be distorted.

**Results:**

**coAR6dy.dbf - Tax Rate File**

- Tax Rate Information is marked for Deletion

## Copy Mode (AR0428)

This option allows you to create a new tax rate by copying the information from an existing one. Using this option, the system provides a quick method of setting up tax rates that are very similar. Many rates may only vary by the description of the tax entity. The rest of the information relevant to these items may be exactly the same.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”** You will notice all the information, except for the tax rate number, will be copied to a new record. Enter the new tax rate number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

**Results:**

**coAR6dy.dbf - Tax Rate File**  
 - Tax Rate Added to the File

## IMPORT TAX RATES (AR0603)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

This option is designed to allow you to import Tax Rates directly into the Accounts Receivable module. The tax rates will be updated as if processed through the normal **“Add”** mode in the **Set Up Tax Rates** menu option from within the Accounts Receivable system.

When you select the option to **“Import Tax Rates”** from the **“Set Up and Maintenance”** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button.

To create a map file in the program directory, <click> on the **“Create Map”** button. This will print out the format in which this option is looking for information to be organized in. If the import file is a comma delimited file, the data can be variable length. If the import file is a fixed length ASCII file, it must have a logical record length of **206** bytes. Both types of files must have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
Tax Rate Number	STRING	2	10
Description	STRING	12	30
Prim Entity 1	FLOAT	42	15
Prim Entity 2	FLOAT	57	15
Prim Entity 3	FLOAT	72	15
Prim Entity 4	FLOAT	87	15
Prim Entity 5	FLOAT	102	15
Break Point	DOUBLE	117	15
See Entity 1	FLOAT	132	15
See Entity 2	FLOAT	147	15
See Entity 3	FLOAT	162	15
See Entity 4	FLOAT	177	15
See Entity 5	FLOAT	192	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **“text”** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **“transaction”** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **“text”** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three (3) data items.

- 1) **Import File Format**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import File Format**” is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

## Fixed Length ASCII Files

Fixed Length ASCII “**text**” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

## Variable Length ASCII Files

Variable Length ASCII “**text**” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

## Comma Delimited \*.PRN Files

Comma Delimited \*.PRN “**text**” files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file. The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems. Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

## File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify “**action numbers.**” These “**action numbers**” tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES).**” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (\*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first <click> on the “**Create Map**” button at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0604.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or “**vi**” under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

**NOTE:** “**Key Value**” fields must be present in the import file and cannot be deleted from the record layout file. “**Key Value**” fields are those fields that are designated with an asterisk (\*) in the documented import record layouts. You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

## Sample Import Tax Rates File

Data Pro Support Document



### IMPORT TAX RATES (AR0603.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Set up and Maintenance, import tax rates and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as AR0603.MAP.**

#### Explanation of File:

"Tax Rate #", (field name found in data dictionary) 0, (DPOffset (This is an internal offset and cannot be changed) 10, (length of field) "STRING", (Type of field) 2, (Starting position of field) 10 (length of field)

#### NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"Action #",-1,0,"CHAR",1,1
*"Tax Rate Number",0,10,"STRING",2,10
*"Description",11,30,"STRING",12,30
*"Prim Entity 1",58,0,"FLOAT",42,15
"Prim Entity 2",62,0,"FLOAT",57,15
"Prim Entity 3",66,0,"FLOAT",72,15
"Prim Entity 4",70,0,"FLOAT",87,15
"Prim Entity 5",74,0,"FLOAT",102,15
"Break Point",46,0,"DOUBLE",117,15
"Sec Entity 1",78,0,"FLOAT",132,15
"Sec Entity 2",82,0,"FLOAT",147,15
"Sec Entity 3",86,0,"FLOAT",162,15
"Sec Entity 4",90,0,"FLOAT",177,15
"Sec Entity 5",94,0,"FLOAT",192,15
"LRL",206
```

\* Required fields for importing records

#### Field Types:

CHAR = NUMBER NO DECIMALS  
 STRING = TEXT  
 INT = INTEGER = NUMBER NO DECIMALS  
 FLOAT = PERCENTAGE TWO DECIMALS REQUIRED  
 DOUBLE = AMOUNT DECIMALS REQUIRED  
 LRL = FIXED LENGTH OF RECORD LINE

#### Field Type Formatting:

CHAR = NUMBER NO DECIMALS  
 STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES ONLY CARRIAGE RETURN AND LINE FEED) INT = INTEGER = NUMBER NO DECIMALS  
 FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)  
 DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)  
 LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS  
 DATE = MMDDYY

Data Pro Support Document

**Import Tips:**

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**NOTE**

The “DP OS”, “DP LEN” and “Type” are unique to the Data Pro version and platform. These must not be changed or adjusted.

***If you are importing from Excel using a space delimited file:***

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

**Example: Vendor # width of column would be 10.**

**String:** Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double:** Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.



## UPDATE TAX RATES FROM TAX SERVICE (AR0604)

This option allows you to update tax rates by importing a selected state's tax table. All states, a single state, or multiple states may be selected to import at once. This update service includes sales tax updates for all zip codes, by state and county, throughout the United States. This can be very important if your firm has a point of presence throughout the U.S, including a sales representative or manufacturing location in a given state.

When you select this option, the **"Update Tax Rates From Tax Service"** window appears, requesting the user to select the desired state or states. The system will import the tax rates according to the state or states selected.

**Update Tax Rates From Tax Service**

Tools Launch

States:

<input type="checkbox"/> AK	<input type="checkbox"/> HI	<input type="checkbox"/> ME	<input type="checkbox"/> NJ	<input type="checkbox"/> SD
<input checked="" type="checkbox"/> AL	<input type="checkbox"/> IA	<input type="checkbox"/> MI	<input type="checkbox"/> NM	<input type="checkbox"/> TN
<input type="checkbox"/> AR	<input type="checkbox"/> ID	<input type="checkbox"/> MN	<input type="checkbox"/> NV	<input type="checkbox"/> TX
<input type="checkbox"/> AZ	<input type="checkbox"/> IL	<input type="checkbox"/> MO	<input type="checkbox"/> NY	<input type="checkbox"/> UT
<input type="checkbox"/> CA	<input type="checkbox"/> IN	<input type="checkbox"/> MS	<input type="checkbox"/> OH	<input type="checkbox"/> VA
<input type="checkbox"/> CO	<input type="checkbox"/> KS	<input type="checkbox"/> MT	<input type="checkbox"/> OK	<input type="checkbox"/> VT
<input type="checkbox"/> CT	<input type="checkbox"/> KY	<input type="checkbox"/> NC	<input type="checkbox"/> OR	<input type="checkbox"/> WA
<input type="checkbox"/> DE	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> ND	<input type="checkbox"/> PA	<input type="checkbox"/> WI
<input checked="" type="checkbox"/> FL	<input type="checkbox"/> MA	<input type="checkbox"/> NE	<input type="checkbox"/> RI	<input type="checkbox"/> WV
<input checked="" type="checkbox"/> GA	<input type="checkbox"/> MD	<input type="checkbox"/> NH	<input type="checkbox"/> SC	<input type="checkbox"/> WY

Select All  
Unselect All  
Invert

Perform Update:

54%

Start  
Cancel

Importing tax service data ...

Close

**Update Tax Rates From Tax Service**

Tools Launch

States:

<input type="checkbox"/> AK	<input type="checkbox"/> HI	<input type="checkbox"/> ME	<input type="checkbox"/> NJ	<input type="checkbox"/> SD
<input checked="" type="checkbox"/> AL	<input type="checkbox"/> IA	<input type="checkbox"/> MI	<input type="checkbox"/> NM	<input type="checkbox"/> TN
<input type="checkbox"/> AR	<input type="checkbox"/> ID	<input type="checkbox"/> MN	<input type="checkbox"/> NV	<input type="checkbox"/> TX
<input type="checkbox"/> AZ	<input type="checkbox"/> IL	<input type="checkbox"/> MO	<input type="checkbox"/> NY	<input type="checkbox"/> UT
<input type="checkbox"/> CA	<input type="checkbox"/> IN	<input type="checkbox"/> MS	<input type="checkbox"/> OH	<input type="checkbox"/> VA
<input type="checkbox"/> CO	<input type="checkbox"/> KS	<input type="checkbox"/> MT	<input type="checkbox"/> OK	<input type="checkbox"/> VT
<input type="checkbox"/> CT	<input type="checkbox"/> KY	<input type="checkbox"/> NC	<input type="checkbox"/> OR	<input type="checkbox"/> WA
<input type="checkbox"/> DE	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> ND	<input type="checkbox"/> PA	<input type="checkbox"/> WI
<input checked="" type="checkbox"/> FL	<input type="checkbox"/> MA	<input type="checkbox"/> NE	<input type="checkbox"/> RI	<input type="checkbox"/> WV
<input checked="" type="checkbox"/> GA	<input type="checkbox"/> MD	<input type="checkbox"/> NH	<input type="checkbox"/> SC	<input type="checkbox"/> WY

Select All  
Unselect All  
Invert

Perform Update:

100%

Start  
Cancel

Import Completed. 0 records added, 6387 records updated.

Close

## SET UP OPEN ITEMS (AR0218)

This section discusses the ways to set up, change, and delete open items. It also discusses how to calculate the aging totals of the open items for each customer and how to print the Customer Aging Report, which can be used to verify the open items entered, and the customer's balance. The adding, changing, and deleting of open items should only be done through this menu during the set up mode. This option will not affect the customer history, sales amounts, General Ledger account summaries, or sales journals. Once the Accounts Receivable data files have been set up, all open item transactions should be entered through the **“Enter Transactions”** menu option for thorough auditing purposes.

## NEW OPEN ITEM (AR0422)

This option allows you to set up the initial open items for your customers during the **“Start Up”** mode. This option is designed to allow you to set up existing outstanding open items (*invoices, payments, credit memos, etc.*) that may have either been generated manually or are being transferred from another accounting system. These transactions are not current transactions that would normally have been generated by the Accounts Receivable module. This gives you the flexibility to simply set up all outstanding items and then quickly be able to generate agings and statements as well as an auditing tool for you to verify that the initial set up is correct against your existing system.

The program will first ask you for the customer number. Select the customer that you would like to enter open items for. The program will then ask you for the transaction date, transaction number, and transaction type. These three fields, when combined with the customer number must be unique.

In other words, there cannot be more than one transaction on the same date, with the same number and type, for a specific customer. This is how the system verifies that you are not accidentally duplicating the same item into the system. The Transaction Date may be any valid date in the system, and should be the actual date (*invoice date, for example*) of the open item being entered.

The Transaction Number is a ten (**10**) character (*alpha/numeric*) field. This should be the invoice number, credit memo number, check number, etc. The Transaction Type is an invoice, credit memo, debit memo, adjustment, finance charge, retainage, deposit/advance or a payment.

<clicking> on the arrow, the system will display a **“Pop Up”** window, which will display all of the transaction types, and their descriptions, which you may choose from. Once the transaction type has been selected, the description of that type will be displayed.

When all of the above data items have been entered, the system will check the file to verify this transaction does not already exist. If you wish to add it as a **“New”** item, then you must <click> on the **“New”** button.

If it already exists, you will be given the option to **“Select”** it for change. The following describes each of the data items required to define the open item:

<b>Description</b>	This is the description of the open item that will be displayed on all aging reports, inquiries, and statements.
<b>Job Number</b>	If the interaction to Job Cost is turned off, the program will skip this data item. Otherwise, you may enter any ten ( <b>10</b> ) character job number as a reference for this open item.
<b>Due Date</b>	This is the date the open item is due. This <b>“due date”</b> will be used when calculating the age of accounts to classify the open items into one of the aging categories that you have set up in the Master Configuration. You may press <b>ENTER</b> to default to the due date the program will calculate based on the terms set up for this customer, or you may enter a specific due date.
<b>Posting Date</b>	The posting date is the date that was used to post this transaction to the Accounts Receivable Transaction files as well as to the General Ledger ( <i>if you are integrated and posting in detail</i> ). This date is obtained by the system date that was set when the transaction was entered into the system.

<b>Tax Rate</b>	This is the tax rate number set up for this customer. You may press the <b>F2</b> key to scroll through the tax rate file to select the correct tax rate.
<b>Salesman</b>	This is the salesman number of the salesman you would like to assign to this transaction. This will default to the salesman number set up for the customer.
<b>Sales Code</b>	<p>This is the AR Sales Code you would like to assign to this transaction. AR Sales Codes are used to allocate transactions to different Accounts Receivable accounts. This will default to the AR Sales Code set up for the customer.</p> <p>By utilizing the Multiple Accounts Receivable account feature, you may assign an AR Sales Code to each transaction.</p> <p>When you run the Accounts Receivable Aging Report, one of the criteria questions to is base the report on a specific AR Sales Code. You may also leave the question blank to accept all AR Sales Codes. When you select to report on a specific AR Sales Code, the report will only contain those transactions that have been entered into the system matching that AR Sales Code. Therefore, the Accounts Receivable Aging report will be a great tool in balancing the multiple Accounts Receivable accounts in the General Ledger.</p>
<b>Sales</b>	<p>This is the sales amount of the transaction. All sales, tax, freight, and cost of sales amounts should be entered as positive numbers. The system will automatically change the sign of the numbers based on the transaction type. The program, during normal transaction processing, will automatically keep track of the sales, tax, freight, and cost of sales amounts for you.</p> <p>Normally, during the “<b>set up</b>” mode, you may not have enough information to break out the tax and freight amounts for each open item. If this is the case, enter the total amount of the open item in the sales amount field.</p>
<b>Tax</b>	This is the amount of tax that was charged on this open item.
<b>Freight</b>	This is the amount of freight that was charged on this open item.
<b>Cost of Sales</b>	This is the cost of the sales amount for this open item. If you do not have the information available to you, leave the amount zero.
<b>Already Paid</b>	This question defines whether or not the open item has already been paid. If this is <clicked> “ <b>on</b> ,” the item will not show up on any aging reports or open item calculations. During initial set up, if an open item has already been paid, then don't enter it.
<b>Partially Paid</b>	This question indicates that the open item has, at some point, been partially paid. If this is <clicked> “ <b>on</b> ,” it will be printed with a “ <b>P</b> ” beside the amount on all aging reports and inquiries. As the Sales, Tax, Freight, and Cost of Sales amounts are entered, you should notice the top right portion of your screen. The program will display the total amount of the Transaction ( <b><i>Sales + Tax + Freight</i></b> ) and the Gross Profit ( <b><i>Total - Cost</i></b> ). As changes are made, these figures will be adjusted automatically.
<b>Date Paid</b>	This field is automatically updated by the system when this item is paid. This information will appear on Customer Inquiries, by <clicking> on the “ <b>Open Items</b> ” button to review the open item file. The date that appears in this field is the date of the last check that was posted against this open item. Therefore, if several partial payments have been made against a specific open item, only the date of the last payment will appear in this field.

	This is an important field in that it is the field that is used by the option <b>“Consolidate New Balance Forward”</b> to determine which paid open items should be removed from the open item file. The Master Configuration must have the prompt to <b>“Include Paid Items on Inquiry?”</b> turned on for this field to appear on inquiries.
<b>Paid by Check #</b>	<p>This field contains the check number of the last payment that was used to pay this open item. This reference field is displayed when performing a Customer Inquiry and &lt;clicking&gt; on the <b>“Open Items”</b> button to display open items (<i>paid or not paid</i>).</p> <p>The Master Configuration must have the prompt to <b>“Include Paid Items on Inquiry?”</b> turned on for this field to appear on inquiries.</p> <p>The check number that currently appears in this field will reflect the last check number that was posted against this open item, if multiple partial payments have been made. If you have set the Master Configuration option <b>“Require Unique Customer Check #s”</b> to be turned on, the system will not allow you to enter the same check number for this open item, even if it is for a different open item.</p>
<b>Paid Amount</b>	This field keeps track of the total amount that has been paid on this particular open item. Since the system will allow for the partial payment of open items, this field tracks the total amount that has been paid against a specific open item.

**Results:****coAR2.dbf - Open Item File**

- Open Item Information is Updated

## SELECT AN OPEN ITEM FOR CHANGE OR DELETION (AR0423)

This option allows you to change information on an existing open item. Once you have set up all open items, you should not use this option again. If you have made any mistakes during this set up process, you may return to the **“Set Up Open Items”** option to change any information you have already entered.

Enter the number of the customer whose file contains the open item you would like to change or press the **F2** key to view your choices. Now the Transaction Date, Transaction # and Transaction Type of the open item you will be changing should be entered. If this information has been entered incorrectly, a warning message will flash at the bottom of the screen.

### > No Matching Open Items <

Once you have put in the correct information, <click> on the **“Select”** button and all detail of the open item will appear on the screen. You may then select the data item you want to change by using your **TAB** key.

Make the change desired and <click> on the **“Save”** button to validate the change, or <click> on the **“Delete”** button to delete this open item.

**Results:****coAR2.dbf - Open Item File**

- Open Item Information is Updated

## SET UP CYCLE INVOICES (AR0200)

This section discusses the ways to add, change, delete and copy cycle invoices. It also discusses how to print the cycle invoice listing which is used to verify all information input into the cycle invoice file. The cycle invoicing routines allow you to routinely bill a customer without having to manually enter the invoice information every time. You may set up the invoicing information one time and repeatedly execute this option at a later date. Each of the cycle invoices may include up to ten (10) lines of detail which may be anything normally entered on an invoice, including inventory items. Each Cycle Invoice must be assigned a one to five digit (*alpha/numeric*) cycle identification number. These numbers should be assigned in such a way that allows you to easily group a range of cycle invoices together that need to be billed at the same time.

For example, assigning the number **1-001**, **1-002**, etc. could group certain invoices into a cycle type “1” which may be monthly; **2-001**, **2-002**, etc. may be quarterly, while **3-001**, **3-002**, etc. may be annually.

You may add “**notes**” to any Accounts Receivable Cycle Invoice that may be viewed on the screen for additional information or planning. This may be done when adding a new cycle invoice, changing an existing cycle invoice or copying a cycle invoice.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add.**” A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the “**User Fields**” button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (AR0413)

The “**Inquiry**” mode allows you to view summary information about cycle invoices. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

## Add Mode (AR0414)

This option allows you to set up cycle invoices for your customers. Cycle invoices are charges to customer accounts that are repeated at normal intervals (*weekly, monthly, etc.*) Selecting this option will allow you to add new cycle invoices into the cycle invoice file. These “**recurring**” type invoices may be set up to fit any number of special needs. If your business does repetitive types of billing, then this feature will be of considerable benefit to you. However, if every invoice you need to generate is unique, then using the standard invoice writing option would be better suited to your needs.

Another area to consider prior to setting up cycle invoices is that of recognition of revenue. In other words, when does your firm recognize on the Income Statement the revenue an invoice generates? Companies utilizing this option will only recognize revenue when the actual cycle invoice is generated or posted to the customer's account. Those companies that wish to recognize revenue at the time of invoicing, but are providing delayed collection “**dating**” may instead choose the option to “**Schedule Payment.**”

The difference is that when you utilize the “**Scheduled Payment**” feature during the normal generation of invoices, the system will update all sales amounts to the General Ledger at the time of the invoice, but will create up to **360** separate open items with varying due dates based on your specifications.

Therefore, payments are spread out for each open item based on your specifications and do not come due until each specified date. For example, Insurance agents providing convenient payment plans to their clients would find this a better mechanism to use, since they normally want to be paid commissions on the policies now instead of over a longer period of time.

Pool Service companies though, would be better off utilizing Cycle Invoices since their service will not be completed until they provide the service on a weekly or monthly basis. Therefore, they should not recognize the revenue for their services until the work is performed.

Cycle Invoicing would allow them to set up their billing for repetitive charges, but then only post these charges to the customer's account once the service has been performed. This means the update to General Ledger will only be performed at the actual time of the Cycle Invoice posting.

**Electronic Funds Transfer (EFT)** processing can be used on cycle invoice billings. This will allow you to bill customers and receive payment for these invoices through **EFT** processing. You must have the Check Reconciliation module to execute this procedure. Please refer to **Chapter 1** of the **Check Reconciliation** manual for more information on **EFT** processing.

There are two main screens that will be used to enter the transaction. The first screen allows you to define the overhead information and the second screen is a scrolling window that allows you to enter the details of the transaction. The data items on the overhead screen are described below.

<b>Cycle Invoice #</b>	This number will be used to invoice this customer.
<b>Customer Number</b>	This field allows you to choose the customer you wish to set up a cycle invoice for. Once selected, this customer's default information will automatically fill in the rest of the screen.
<b>Tax Rate</b>	This is the tax rate number that should be used in the calculation of sales tax for this transaction. The default will be the tax rate set up in the customer's master file. You may press the <b>F2</b> key to scroll through the tax rate file to make your selection. After the tax rate has been selected, the tax rate description will be displayed below this data item.
<b>Salesman</b>	This is the salesman number of the salesman you would like to assign to this transaction. The default will be the salesman set up in the customer's master file. You may enter the salesman number, press <b>TAB</b> to accept the default salesman, or press the <b>F2</b> to scroll through the salesman file. Once the salesman number has been selected, the salesman name will be displayed below this data item. The salesman number entered here will be used by the system to later calculate the commissions by salesman.
<b>Price Level</b>	This is the price level in inventory that will be used when calculating the unit price of inventory items. If you are not interactive with the Manufacturing Inventory Management module, the system will not use this data item. If you are interactive with Manufacturing Inventory Management, you may select the price level or by <clicking> on the arrow to review a “Pop Up” menu to choose the price level. The default will be the price level set up in the customer's master file. After selecting the price level, the price level description will be displayed below this data item.
<b>Terms Type</b>	These two data fields are used to define the due date of the transaction. The default will be the terms set up in the customer's master file. The terms type may be <b>Net Days</b> or <b>Net Days EOM</b> and each is described here.

<b>Net Days</b>	The system will then ask for the “ <b>Number of Days.</b> ” You may enter the number of days from the invoice date the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction at the time of posting.
<b>Net Days EOM</b>	The system will then ask for the “ <b>Number of Days.</b> ” You must enter the number of days from the end of the month the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction at the time of posting.
<b>Terms</b>	This is a twenty (20) character description of the terms for this transaction. The default will be the terms description set up in the customer's master file. This terms description will be displayed on the form printed when this transaction is completed.
<b>Date Range</b>	This is the range of dates that you want this cycle invoice to cover. This could be as little as one week to five to ten years. The range specified dictates how long this cycle invoice set up is valid. Before or after this date range, the system will not post the invoice the next time this type of cycle invoice is posted to the system.
<b>Discount %:</b>	This is the overall discount that will be given on this transaction. The default will be the discount set up in the customer's master file. The system will calculate this discount on the total of the extended prices entered for this transaction. This discount amount will be posted to the “ <b>Sales Discount</b> ” sales code set up in the Master Configuration. This is not a payment discount.
<b>Description:</b>	This is the twenty (20) character description that you would like to assign this transaction. This description will be displayed on all aging reports, transaction registers, and customer statements. If you leave this data item blank, the system will use the transaction type description.
<b>Job #</b>	If the integration with Job Cost is turned on, you may enter a job or project reference number.
<b>PO #</b>	This is a twenty (20) character field for the customer's purchase order number. This field will be displayed on some invoice forms.
<b>SO #</b>	This is a reference number for your internal sales order for this transaction. This field will be displayed on some invoice forms.
<b>Date Ordered</b>	This is the date that the customer originally placed the order. You may press <b>ENTER</b> to default to the current system date. This field will be displayed on some invoice forms.
<b>Ship Inst:</b>	This is a twenty (20) character field for a description of any special shipping instructions that may be necessary for this transaction. This field will be displayed on some invoice forms.
<b>Freight Amount</b>	This is the dollar amount of freight that you would like to charge this customer for this transaction. This amount will be added to the net amount of the invoice and also post this amount to the sales code for freight set up in the Master Configuration.
<b>Sales Code</b>	<p>This data item will only be accessible on the data entry screen if you have answered (Y)es to the <i>Accounts Receivable Master Configuration</i> question, “<b>Allow Override of AR Sales Codes.</b>” This option allows you to select the Accounts Receivable account that will be used to process this transaction through the use of AR Sales Codes. If this option is available, the customers default AR Sales Code will appear if one has been set up on their customer file.</p> <p>You may press <b>F2</b> to select an AR Sales Code or leave the field blank to default to the Accounts Receivable account set up in the <i>Accounts Receivable Master Configuration</i>.</p>

<b>Details</b>	By <clicking> on the <b>“Details”</b> button, the next screen displayed is a screen in which you may enter the detail of the transaction. The top of this screen displays the total amounts such as Subtotal, Subtotal after Discount, Tax, Freight, and Invoice Total. The bottom portion of the screen allows you ten <b>(10)</b> lines of detail for the transaction. These lines may include inventory items, but are not limited to them. Therefore, you may make any invoice purely a descriptive invoice only, if desired. The following describes each of the data items for each line of detail.
<b>Sales Code</b>	This is the sales code which classifies the sale for this item. You may enter the sales code or press <b>F2</b> to scroll through the sales code file. If you are interactive with Manufacturing Inventory Management, you may retrieve an item from inventory. Press F2 to scroll through the inventory listing.
<b>Inventory Item Number</b>	This field line is reserved for the inventory item number. The heading for this field will be the heading set up in the Manufacturing Inventory Management Master Configuration. If you are not interactive with Manufacturing Inventory Management, this heading and field will be blank. If you are interactive with Manufacturing Inventory Management, the heading will be displayed and if you have selected an inventory item for this line, the item number will be displayed.
<b>Description</b>	This is a thirty <b>(30)</b> character ( <i>alpha/numeric</i> ) field for the description you would enter for this line of the transaction. If you are interactive with Manufacturing Inventory Management and you have selected an inventory item for this line, this description will be the description of the inventory item and you will not be allowed to change this field.
<b>Tax</b>	This box indicates whether or not this item is taxable. The default value will be the value set up for the sales code for this line. You will not be allowed to change this data item unless you have set <b>“Override Tax by Line”</b> in the Master Configuration to be turned on. If this box is checked, then the item is taxable. If the box is left blank the item is non-taxable.
<b>Quantity</b>	This is the quantity of the item you are billing. This field may be left at zero, in which case you will have to enter the extended price manually. If you are interactive with Manufacturing Inventory Management, this is the quantity that will be removed from the Quantity On Hand for the inventory item.  If you have set the <b>“Verify Quantity Available”</b> field in the Master Configuration to be turned <b>“on,”</b> the system will check the inventory file to see if there is enough quantity on hand or available to remove the quantity entered. If there is insufficient quantity on hand or available, a warning message will be displayed from which you may elect to re-enter the quantity or continue the billing. If you elect to bill more than the quantity on hand, the quantity above the on hand quantity will be placed in the <b>“Quantity to Adjust”</b> field for the inventory item.
<b>U/M</b>	This is a four <b>(4)</b> character field for the unit of measure for this item. If you are interactive with Manufacturing Inventory Management, this will default to the unit of measure set up for the inventory item selected. If you are utilizing the <b>“Unit of Measure Conversion”</b> utility and you select an Inventory Item that has a conversion table set up, the system will pop-up a screen for you to choose the unit of measure you wish to base this sale on. This unit of measure will have a specific price level attached to it. Therefore, what ever price level that was assigned to this unit of measure conversion will be the unit price that will appear on the screen. Quantities need to be entered consistent with the unit of measure you will select. For example, if you have your <b>“stocking unit of measure”</b> as <b>“each”</b> and you have a unit of measure conversion of <b>“case”</b> which is equal to twelve <b>(12)</b> each, then enter one <b>(1)</b> case. The system will automatically calculate the appropriate quantity to withdraw from stock.



<b>Unit Price</b>	This is the unit price of the item being billed. This will be multiplied by the quantity to calculate the extended price. If you are interactive with Manufacturing Inventory Management, the unit price will be calculated from the price level you have selected for this transaction and the price table for the inventory item. You may also press the <b>F2</b> key to change the price level for this item only. You will still be allowed to override the calculated unit price if necessary.
<b>Discount %</b>	This is the percent discount that will be given on this line when calculating extended price. If you have set the “ <b>Allow Discount % by Line</b> ” field in the Master Configuration to be turned “ <b>on</b> ,” you will be allowed to enter a percent here. Otherwise, the system will skip this data item.
<b>Extended Price</b>	This is the calculated extended price for this line of the transaction. You may press <b>TAB</b> to accept the calculated extended price or change the price for any adjustments necessary.  When you have entered all detail lines necessary for this transaction, you may <click> on the “ <b>Save</b> ” button to validate these detail lines.
<b>Add. COS</b>	This button will allow you to enter the additional cost of sales amount for this transaction. This may be used if you are not interactive with Manufacturing Inventory Management or if you are billing the customer for an item not currently in the inventory file. The sales journal and commission reports that you may print later will include this cost and will calculate a gross profit amount and percentage. Using this field for non-inventory type sales will insure accurate gross profit calculations on these reports. If you <click> on the “ <b>Add. COS</b> ” button, the system will display a small window which will allow you to enter the additional cost of sales amount and sales code. This sales code will be used when posting the cost amount to the sales code file. You may press <b>F2</b> to scroll through the sales code file to make your selection. When you have finished entering the additional cost of sales information, <click> on the “ <b>Save</b> ” button to validate your entry.
<b>Billing</b>	This data item will allow you to enter the billing information for this particular cycle invoice. There are four (4) billing types to choose from.  <b>Print Invoice</b> - This billing type will print an invoice when the cycle invoices are posted.  <b>Credit Card Payment</b> - This billing type requires the entry of the credit card number and expiration date. When cycle invoices are posted with this billing type and all configurations are set up for <b>EDC</b> (Electronic Draft Capture) the system will dial out to the credit card network and retrieve and authorization for this charge. You will be required to enter the customer’s credit card number and expiration date. This billing type will also print an invoice when the cycle invoices are posted.  <b>E-mail Invoice</b> - This billing type requires the entry of an e-mail address. When cycle invoices are posted with this billing type will e-mail an invoice to the e-mail address entered, if you are connected through a network that has access to the Internet. You will be required to enter the customer’s E-Mail address.
<b>Billing (continued)</b>	<b>Pay with EFT Transaction</b> – This will allow you to bill customers and receive payment for these invoices through <b>EFT</b> processing if the Customer’s bank account and bank routing numbers are set up on the Customer’s Master Record. You must have the Check Reconciliation module to execute this procedure. Please refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual for more information on <b>EFT</b> processing. When you have finished entering the billing information, <click> on the “ <b>Save</b> ” button to validate your entry.

When you have completed the entry of this cycle invoice, <click> on the **“Save”** button to validate your entry.

**Results:**

**coARA.dbf - Cycle Invoice File**  
- New Cycle Invoice is Added

## Change Mode (AR0415)

This option allows you to change information on an existing cycle invoice. If you have made any mistakes during this set up process, you may return to the **“Change A Cycle Invoice”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

**Results:**

**coARA.dbf - Cycle Invoice File**  
- Cycle Invoice Information is Updated

## Delete Mode (AR0416)

This option allows you to delete an existing cycle invoice. This option allows you to delete cycle invoices you may have entered by mistake or no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record. Make sure this is what you want to do, because once a cycle invoice is deleted, it cannot be retrieved.

**Results:**

**coARA.dbf - Cycle Invoice File**  
- Cycle Invoice is marked for Deletion

## Copy Mode (AR0417)

This option allows you to create a new cycle invoice by copying the information from an existing one. Using this option, the system provides a quick method of setting up cycle invoices that are very similar. Many invoices may only vary by customer, date range, or any other variable. The rest of the information relevant to these items may be exactly the same.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for the cycle invoice number, will be copied to a new record. Enter the new cycle invoice number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

**Results:****coARA.dbf - Cycle Invoice File**

- New Cycle Invoice Information is Set Up

## SET UP INVOICE TEXT TEMPLATES

This section discusses the ways to add, change, delete and copy Invoice Text Templates. The Invoice Text Template routines allow you to create text information and store it without having to manually enter the invoice text information every time on each invoice you write. You may set up the invoice text information one time and repeatedly use the same text over and over again when entering invoices for customers.

Invoice Text can be used to solicit a special sale to your customers or to give customers your store hours. It can be a single line text message or a multiple (*ten (10) lines of sixty (60) characters each*) line text message.

When you create an Invoice Text Template, the system will automatically assign it a number and stores it in the Invoice Text Templates file. When you are writing invoices or credit memos you may select one of the two sales codes, “**.TEXT**” or “**..TEXT**” and the system will automatically look for any stored Invoice Text Templates. You may choose from a list of available Invoice Text Templates or create one on the fly. If you select from the list of available Invoice Text Templates, you will have the option of changing any information on that text for that line item. Changes to Invoice Text Templates, while invoicing are not saved back to the original Invoice Text Template.

### Add Mode (AR0435)

This option allows you to add a new Text Template. A Text Template is comprised of a name, a description and text information (*up to ten (10) lines of sixty (60) characters each*) that your company can use on their invoices or during Sales Order Entry.

The following is an explanation of each of the data items.

<b>Template Name</b>	The Template Name is a twenty ( <b>20</b> ) character alpha-numeric field. It can be any combination of letters or numbers. However, keep in mind that the file is sorted in alphabetically. When accessing the Text Template File for search purposes it can be sorted by name or description.
<b>Template Description</b>	This field contains a thirty ( <b>30</b> ) character alpha-numeric field. This is the description you wish to give this Text Template. Keep in mind that the file is sorted in alphabetically. When accessing the Text Template File for search purposes it can be sorted by name or description.
<b>Text</b>	This is a free form text area that is comprised of ten ( <b>10</b> ) lines of text at sixty ( <b>60</b> ) characters each line. Enter any text you wish for the template. When you have finished entering text, press the <b>Page Down</b> key to exit the text box.

Then, <click> on the “**Save**” button to validate and save the Text Template.

**Results:****coARC.dbf - Text Template File**

- Text Template Information is Added

**coARD.dbf - Text Template History File**

- Text Template Information is Added

## Change Mode (AR0436)

This option allows you to change information on an existing text template. If you have made any mistakes during this set up process, you may return to the ***“Change A Text Template”*** option to change any information you have already entered. Select the data item you want to change on the first overhead screen by either entering the Text Template number and pressing **TAB** or use the up or down arrows to move around the screen to the data item you want to change.

Make the change desired and press **TAB** to move to the validation prompt. <Click> on the **“Save”** button to validate the text template when you are finished making all of your changes.

### Results:

#### coARC.dbf –Text Template File

- Text Template Information is Updated

#### coARD.dbf –Text Template History File

- Text Template Information is Updated

## Delete Mode (AR0437)

This option allows you to delete an existing text template. This option allows you to delete text templates you may have entered by mistake or no longer want. Select the menu option **“Delete a Text Template”** and enter the text template number you wish to delete. The text template will appear on the screen and the system will ask you to:

**“Click on the “Save” button to delete the item above  
(ESC to exit).”**

Make sure this is what you want to do, because once a text template is deleted, it cannot be retrieved.

### Results:

#### coARC.dbf – Text Template File

- Text Template is marked for Deletion

## Copy Mode (AR0438)

This option allows you to create a new text template by copying the information from an existing one. Using this option, the system provides a quick method of setting up text templates that are very similar. By using the ***“Copy an Existing Text Template”*** menu option, you are able to quickly create and enter new text templates into the file.

First, enter the **“Source”** text template you want to copy from. Next, enter the new **“Destination”** text template to copy to. The next screen will bring you the new text template and you will be in the **“Change Mode”** to make any changes that would differ from the original source text template. The new text template is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

### Results:

#### coARC.dbf – Text Template File

- New Text Template Information is Set Up

## SET UP CREDIT CARD INFORMATION (AR0450)

This section discusses the ways to add, change, delete and copy a customer’s credit card information for billing.

**NOTE:** You must set up a credit card mask on all credit card payment types if processing credit cards through cycle invoices.

## Inquiry Mode

The “**Inquiry**” mode allows you to view summary information about customer credit card information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

## Add Mode (AR0451)

This option allows you to add new credit card information for an existing customer. Information includes credit card details, customer number, and associated billing information. You cannot access any other operation mode until you the initial credit card information is entered and saved in the system.

The following is an explanation of each of the data items.

<b>Customer #</b>	This is the customer number used by the Accounts Receivable module. If you are interactive with this module, enter the customer number or <click> the <b>Down Arrow (F2 by default)</b> to call up the list of available customers. Select the appropriate customer to continue.
<b>Card Code</b>	This is a unique by customer 20 character text field which identifies the customer's card that is on file. This is user-definable. Ex: A user could enter the last four digits of the card number. <b>NOTE:</b> Do not enter the actual card number in the Card Code field because it is not encrypted. Examples: MasterCard *0123, VISA *0992, AMEX *0012
<b>Card Type</b>	Specifies the credit card type such as Visa, Master Card, AMEX, etc.
<b>Card Number</b>	Enter the credit card number that appears on the card without spaces or dashes.
<b>Exp. Date</b>	Enter the credit card's expiration date as it appears on the card in MMY

	format. Ex: Enter 1205 for December 2005.
<b>Card Holder Name</b>	Enter the name of the card holder exactly as it appears on the card, including any initials.
<b>Billing Address</b>	Enter the address where the customer's credit card bill is sent.
<b>City</b>	Enter the city associated with the customer's billing address for the credit card.
<b>State</b>	Enter the state initials associated with the customer's billing address for the credit card.
<b>Country</b>	Enter the Country associated with the customer's billing address if outside the United States.
<b>Zip</b>	Enter the zip code associated with the credit card billing address.

First, you must navigate to the customer record you wish to add credit card information. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are adding a record, <click> on the **“Create a Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** Make the entries required and <click> on the **“Save”** button to save your data or <click> on the **“Cancel”** button to cancel without saving.

The credit card information is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

**Results:**

**coARN.dbf – Credit Card Processor File**

- New Credit Card Information is Added

## Change Mode (AR0452)

This option allows you to modify existing credit card information for an existing customer. If you have made any mistakes during this set up process, you may return to the **“Change Credit Card”** option to change any information you have already entered.

Tools Launch Navigation Operation

Mode: **Change**

Customer #: ALLE1

Card Code: XXXX-04240

Card Type: Visa

Card Number: 5400855444144

Exp. Date: 1205

Card Holder Name: Allen's Hardware

Billing Address: 150 S. Main St.

City: St. Petersburg

State: FL

Country: Zip: 33701

User Fields... Save Cancel Close

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the “**Modify the Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Change.**” Make the changes required and <click> on the “**Save**” button to save your changes or <click> on the “**Cancel**” button to cancel the changes made.

**Results:**

**coARN.dbf – Credit Card Processor File**  
 - New Credit Card Information is Updated

## Delete Mode (AR0453)

This option allows you to delete credit card information for an existing customer that you may have entered by mistake or is no longer valid. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option. If you are deleting a record, <click> on the “**Delete Current Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Delete**” Make the changes required and <click> on the “**Save**” button to save your changes or <click> on the “**Cancel**” button to cancel the changes made.

Make sure this is what you want to do, because once credit card information is deleted, it cannot be retrieved.

**Results:**

**coARN.dbf – Credit Card Processor File**  
 - Credit Card Information is Deleted

## Copy Mode (AR0454)

This option allows you to create a new credit card by copying the information from an existing credit card set up. Using this option, the system provides a quick method of setting up text templates that are very similar. By using the **“Copy an Existing Credit Card Information”** menu option, you are able to quickly create and enter new credit card

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”** You will notice all the information, except for the customer number, will be copied to a new record. Enter the new customer number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file. This new information is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

### Results:

**coARN.dbf – Credit Card Processor File**

- New Credit Card Information is Set Up

## SET UP PAYMENT TYPES (AR0460)

This section discusses the ways to add, change, delete, and copy payment type information to identify different methods of payment such as cash, check and specified credit cards.

## Inquiry Mode

The **“Inquiry”** mode allows you to view summary information about payment type information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

## Add Mode (AR0461)

This option allows you to add new payment type information into the system. Information includes credit card details, customer number, and associated billing information. You cannot access any other operation mode until you the initial payment type information is entered and saved in the system.

**Maintain Payment Types**

Tools Launch Navigation Operation

Mode: **Add**

Id:

Description:

Payment Type:

Sales Code:

Customer:

Currency Code:

Credit Card Mask:

Processor Id:

User Fields... Save Cancel Close



The following is an explanation of each of the data items.

<b>Id</b>	Enter a unique id for the new payment type.
<b>Description</b>	Enter a description of the payment type. Ex: *Visa, *American Express.
<b>Payment Type</b>	Select the payment type from the pull-down menu. Valid values are: cash, check, or credit card. Only specify a credit card type if the actual credit card information needs to be recorded.
<b>Sales Code</b>	If a sales code applies, enter the desired sales code or select a sales code by navigating or scrolling through the existing sales codes on record.
<b>Customer</b>	<p>Enter a Receivable customer number if the transaction temporarily creates a “receivable” function within your General Ledger. This would occur, for instance, if one of your payment methods were a credit card such as MasterCard. Although your customer has provided you a means to be paid for their purchases (MasterCard), you still do not have available cash in the bank for this transaction.</p> <p>This is because you now have to wait for MasterCard to provide you with the actual funds in your cash account, which causes a “receivable” situation. Therefore, from a true accounting point of view, each of these types of credit card firms (MasterCard, VISA, American Express, etc.) should be set up as a “customer” in the Accounts Receivable module. Then, their customer number would be entered into the “A/R Customer” field next to their respective “Payment Method Description.” This way a customer aging report or statement would then be able to reflect how much money is tied up in payments not yet received from each credit card firm. When monies are received, then a payment would be applied to their account, just like any other customer.</p> <p>The Accounts Receivable balance on the Balance Sheet would be lowered, and the Cash in Bank balance would be increased by the payment amount.</p>
<b>Currency Color</b>	This function is not available at this time.
<b>Credit Card Mask</b>	This is the beginning number designating the card type. Ex: 3=AMEX, 4= Visa, 5 = MC, etc. This is a required field for anyone processing credit cards on cycle invoices.
<b>Processor Id</b>	This is the name of the processor being used to process credit cards such as PC Charge, ICVerify, MAPP, etc.

For each payment type, you need to indicate the Payment Type and Sales code. For Credit Card Transactions, it is **necessary** that you enter the **Credit Card Mask** **and** the **Processor ID**. The Credit Card Mask should be entered as follows:

- **American Express**
- **Visa**
- **Mastercard**
- **Discover**

The system will no longer look for an \* (asterisk) in the Description to determine when to dial out for an authorization. Instead, any payment type with a Processor ID will indicate to the system that it should dial out for a credit card authorization.

**NOTE**

Be sure you have setup each of your processors prior to entering that processor ID on the payment type. With the new enhancements, you can identify a different credit card processor for different payment types if desired.

The Maintain Payment Types screen is also where you may optionally indicate the **Default Customer Liability** account for each payment type. The default Customer Liability Account is useful for credit card transactions where you want the system to create an open item on the Credit Card Processor's customer account to show the credit card monies owed to you.

If you are adding a record, <click> on the **"Create a Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Add."** Make the entries required and <click> on the **"Save"** button to save your data or <click> on the **"Cancel"** button to cancel without saving.

The payment type information is not actually added to the file until you have <clicked> the **"Save"** button to validate from this screen.

**Results:****CoARO.dbf – Payment Types File**

- New Payment Type Information is Added

**Change Mode (AR0462)**

This option allows you to modify an existing payment type. If you have made any mistakes during this set up process, you may return to the **"Change Payment Types"** option to change any information you have already entered.

The screenshot shows the 'Maintain Payment Types' window with the 'Change' mode selected. The fields are as follows:

Field	Value
Id	AMEX
Description	*American Express
Payment Type	Credit Card
Sales Code	SC105
Customer	amex
Currency Code	
Credit Card Mask	3
Processor Id	PCCHARGE

Buttons at the bottom: User Fields..., Save, Cancel, Close.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **"Modify the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Change."** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

**Results:****CoARO.dbf – Payment Types File**

- New Payment Type Information is Updated

**Delete Mode (AR0463)**

This option allows you to delete an existing payment type that you may have entered by mistake or is no longer valid. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are deleting a record, <click> on the **“Delete Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Make sure this is what you want to do, because once this payment type is deleted, it cannot be retrieved.

**Results:****CoARO.dbf – Payment Types File**

- New Payment Type Information is Deleted

**Copy Mode (AR0464)**

This option allows you to create a new payment type by copying the information from an existing payment type. Using this option, the system provides a quick method of setting up payment types that are very similar. By using the **“Copy an Existing Payment Type”** menu option, you are able to quickly create and enter new payment types.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for the id, will be copied to a new record. Enter the new id for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

This new information is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

**Results:****CoARO.dbf – Payment Types File**

- New Credit Card Information is Set Up

**SET UP CREDIT CARD PROCESSORS (AR0470)**

This option allows you to define the credit card network access information. Once this information has been defined, it will be updated only as your needs change; or in rare circumstances, as physical access to the any of the networks change.

Some of the items within this option are not necessary in order to use the Electronic Draft Capture (**EDC**) options in the **Accounts Receivable** and/or **Sales Order Entry** module. The total number of data items required for completion will depend on which processor method you choose.

Once you select a processor, the data items will vary depending on your credit card network and hardware configuration. Your credit card network representative will define the specific information for all other items, if necessary.

## Inquiry Mode

The “**Inquiry**” mode allows you to view summary information about credit card processor information. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

## Add Mode (AR0471)

This option allows you to add a new credit card processor into the system. You cannot access any other operation mode until you the initial credit card processor information is entered and saved in the system.

The following is an explanation of each of the data items.

<b><u>I</u>d</b>	Enter the name of the processor being used to process your credit card payments. Ex. PCCharge, ICVerify, etc.
<b>Description</b>	Enter a description of the processor being used to process your credit card payments.
<b>Terminal ID</b>	This is a thirty (30) character field ( <i>not all will be used</i> ) for the Terminal identification number issued to your company and is required by the credit card network for access. This field is used by <b>MAPP</b> and <b>NOVA</b> networks.
<b>Merchant ID</b>	This is a thirty (30) character field ( <i>not all will be used</i> ) identifying the merchant and the merchant's bank to the credit card network. Only <b>NOVA</b> networks use this field.
<b>Processor ID</b>	This is a thirty (30) character field ( <i>not all will be used</i> ) identifying the <b>Credit Card Processing Network</b> to the PC Charge payment server software system. Only <b>PC Charge</b> uses this field.

<b>Modem Port</b>	This is the COM device or port name that the modem is connected to for communications to the credit card network. Most UNIX-based systems have a name in the form “ <b>ttynn</b> ” where “ <b>nn</b> ” is a two-digit number for the device name used for the modem. MS-DOS based systems are either “ <b>1</b> ” or “ <b>2</b> ” for “ <b>COM1</b> ” or “ <b>COM2</b> ” respectively. This field is used by <b>MAPP</b> and <b>NOVA</b> networks.
<b>Communications Settings</b>	The communication parameters consist of four (4) parts, comma delimited ( <i>separated by commas</i> ). These parts include the baud rate, data, stop and parity. By default, the system will assume <b>1200, 8, 1, “n”</b> . Another example of a valid communication parameter would be <b>2400, 8, 1, “n”</b> . This field is used by <b>MAPP</b> and <b>NOVA</b> networks.
<b>First Telephone #</b>	This is a thirty (30) character field for the primary telephone number used to access the credit card network. The entire phone number ( <i>including a “1” and then area code if long distance</i> ) must be specified with hyphens (-) being optional. This field is used by <b>MAPP</b> and <b>NOVA</b> networks.
<b>Second Telephone #</b>	If you have verified that the primary network is down, then the number entered here can be turned on by <clicking> “ <b>on</b> ” the “ <b>Use 2nd Y/N</b> ” check box. Only <click> “ <b>on</b> ” this check box if the primary network is disabled. The entire phone number ( <i>including a “1” and then area code if long distance</i> ) must be specified with hyphens (-) being optional. This number is optional. Only <b>NOVA</b> networks use this field.
<b>Shared Directory</b>	This is a central shared directory for passing request to <b>IC Verify</b> . This directory must be on an accessible server and needs to be the same directory where <b>IC Verify</b> was installed. The field must end with a backslash ( <i>or forward slash in UNIX</i> ). Only <b>IC Verify</b> networks use this field.  <b>Example: F:\ICVWIN20\REQUEST\</b>
<b>TCP/IP Server</b>	<p>If you are using the <b>Data Pro Credit Card Server</b> to interface to any of the supported credit card networks, &lt;click&gt; “<b>on</b>” the check box and specify the Port Number and Domain Name where the <b>Credit Card Server</b> is located. All networks can use this field, but it is not required. This field is <b>REQUIRED</b> if you are using the <b>PCCharge Payment Server</b>.</p> <p>If you are using the <b>Data Pro Credit Card Server</b>, the <b>Port #</b> should be specified as the same <b>TCP/IP Port #</b> that the Credit Card Server is configured for. If you are using the <b>PCCharge Payment Server</b>, enter the <b>Port #</b> as “<b>31419</b>” which is the default <b>Port #</b> for the <b>PCCharge Payment Server</b>.</p> <p>Next, you must enter the domain of the server where the <b>Data Pro Credit Card Server</b> or <b>PCCharge Payment Server</b> software is installed. This must be a <b>Windows 98/NT/2000/XP PC</b>. It does not matter if your accounting software is running on <b>SCO UNIX</b> or <b>LINUX</b> as long as the <b>Data Pro Credit Card Server</b> or <b>PCCharge Payment Server</b> is connected to the same network. If so, the server will be able to provide credit card authorizations to all UNIX-based servers as well as Windows-based platforms. The “<b>Domain</b>” entry should be either the actual <b>IP Address</b> or the domain name of the server itself (<i>i.e.</i> <b>paymentserver.dpro.com</b>). Save this configuration page. Once this is completed, don’t forget that you must install the <b>Data Pro Credit Card Server</b> or <b>PCCharge Payment Server</b> software separately.</p>

	<p>The <b>PCCharge Payment Server</b> software is available on the <b>Data Pro Infinity POWER CD-ROM</b>. Once this is installed, you must &lt;click&gt; on the “<b>Advanced</b>” button under “<b>Setup</b>” “<b>Menu</b>” “<b>Preferences</b>” and make sure to &lt;click&gt; on the checkbox that specifies to use <b>TCP/IP</b> connection.</p> <p>All connections between <b>Infinity POWER</b> and the <b>PCCharge</b> software use a <b>TCP/IP</b> connection. Regardless of whether you are actually using a modem to dial up to the credit card network to get your actual authorizations or not, the communications between the accounting software and this middleware piece of software always uses a <b>TCP/IP</b> connection. This is very fast and efficient and compatible with all of the various operating systems that may be involved (<b>Windows and/or SCO UNIX/LINUX</b>).</p> <p>To maximize the speed of your credit card transaction processing, it is always recommended to try to utilize a credit network that supports the processing of transactions via <b>TCP/IP</b> connections. <b>NOVA</b> was one of the first credit card processors to support this type of processing. However, many other networks are now available through <b>PCCharge</b> that also support this capability. The difference between a dialup modem verses <b>TCP/IP</b> can be about <b>35</b> seconds verses <b>3</b> seconds. It is that significant!</p> <p>If you are a customer waiting in line or browsing and shopping over an e-commerce web site, that is a big difference in processing time. This is always a consideration business owners should take into account when choosing a credit card processing network.</p>
<b>Maximum Users</b>	Enter the Maximum number of users you are licensed for on your credit card network. All networks use this field.
<b>Mail Order</b>	This check box can be left blank unless your credit card network requires Internet processing to be identified as Mail Order. All networks use this field.
<b>AVS</b>	This check box should only be left blank if you are using a credit card network that penalizes for using AVS when it is unnecessary. <b>PCCharge</b> and <b>IC Verify</b> networks use this field.
<b>Prompt CVV2</b>	Credit card verification. Usually 3 or 4 digits found on the back of the credit card. Prompts for the additional numbers.
<b>Demo Mode</b>	This check box determines whether the draft capture dial up is running in demo or live mode. The demo mode could be used for testing, demonstrating credit card transactions, or Internet Web examples of credit card processing. It gives a simulated effect of how the process really works. All networks use this field. By <clicking> “ <b>on</b> ” this check box, you will be running the draft capture in demo mode.

If you plan on using the **MAPP** network, you will require a valid **Prefix/Terminal Type** and a **TSI (Terminal Service Indicator)** code. If you plan on using the **NOVA** network, you will require a Terminal ID and Bank Number. **MAPP** is the only network not using Address Verification process, unless accessed through **GO Software’s PCCharge** or **IC Verify** products.

The **Data Pro Credit Card Server** can be implemented with the **MAPP**, **NOVA** or **IC Verify** configurations. This is a separate utility, available from Data Pro, which gives you the ability to have multiple workstations (**running either Point-of-Sale, Sales Order Entry, or Accounts Receivable**) work with one central credit card server. The **Credit Card Server** handles dialing the modems and receiving the authorizations.

If you have several workstations that need to process credit card transactions and you don't want to have a modem attached to each workstation, this gives you an alternative solution. The **Credit Card Server** supports multiple modems for very busy installations and also allows you to connect to your **Credit Card Server** from anywhere you can establish a **TCP/IP** connection, including the Internet.

**GO Software's PCCharge Payment Server** product is included on the **Infinity POWER CD-ROM** and may be purchased and activated by contacting **Data Pro Accounting Software, Inc.** This product provides the most support for the variety of Credit Card Networks currently available for both "**dial up**" authorizations as well as "**IP-based**" access and on-going credit card processing. See the Third Party Programs section of the CD-ROM for a current listing of all supported credit card networks.

- **Credit Card Network**

This field allows you to choose from four (4) available credit card networks. Technically, only **MAPP (Global Payment Systems)** and **NOVA** are credit card networks. **IC Verify** and **PCCharge** are third party applications that provide access to both of these two networks and a variety of other third party credit card networks. Data Pro has selected **PCCharge** from **GO Software** as its primary product for supporting all credit card networks for years to come and will be discontinuing support for **IC Verify** and direct support for specific networks in the near future.

- **MAPP Network**
- **NOVA Network**
- **IC Verify**
- **PCCharge**

If you are using the **PCCharge Payment Server**, there are two considerations in regards to users and the **Security Administrator** setup that must be taken into account. First, depending on how many users your company has that will require credit card processing, you will need to determine which version of the **PCCharge Payment Server** you need. The default product comes with a **Single Merchant/Single User License**. Additional Users Counts and additional Merchant IDs may be added for **\$125** each.

If you have an office with six workstations processing Accounts Receivable transactions or a similar combination processing orders at the same time in Sales Order Entry, you will need to add five additional user licenses to the **PCCharge** software. All users must be setup in the **Security Administrator** software and also setup in the **PCCharge** software as well to correspond for credit card processing capability. The setup in both cases **MUST BE IDENTICAL!** This is always the case unless you purchase the "**Unlimited**" version of **PCCharge** in which case the software does not care about specific user IDs and will handle the communication differently.

If you have four different stores, you will need **FOUR DIFFERENT MERCHANT IDs** which may be added for **\$125** each, plus whatever amount of user licenses that are necessary. The additional user licenses will not be necessary if you purchase the "**Unlimited License**" which runs **\$1295**. Purchasing the "**Unlimited License**" may easily solve many merchant's configuration needs and should always be considered at the outset of any configuration.

**Results:**

**coARL.dbf – Credit Card Processor File**  
- Credit Card Processor File is Added

## Change Mode (AR0472)

This option allows you to modify an existing payment type. If you have made any mistakes during this set up process, you may return to the *“Change Payment Types”* option to change any information you have already entered.

**Maintain Payment Types**

Tools Launch Navigation Operation

Mode: **Change**

Id:

Description:

Payment Type:

Sales Code:

Customer:

Currency Code:

Credit Card Mask:

Processor Id:

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

### Results:

**coARL.dbf – Credit Card Processor File**  
- Credit Card Processor File is Updated

## Delete Mode (AR0473)

This option allows you to delete an existing payment type that you may have entered by mistake or is no longer valid. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are deleting a record, <click> on the **“Delete Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.



Make sure this is what you want to do, because once this payment type is deleted, it cannot be retrieved.

**Results:**

**coARL.dbf – Credit Card Processor File**  
- Credit Card Processor File is Deleted

## Copy Mode (AR0474)

This option allows you to create a new payment type by copying the information from an existing payment type. Using this option, the system provides a quick method of setting up payment types that are very similar. By using the *“Copy an Existing Payment Type”* menu option, you are able to quickly create and enter new payment types.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the *“Create a Record Based on the Current Record”* button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for the id, will be copied to a new record. Enter the new id for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

This new information is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

**Results:**

**coARL.dbf – Credit Card Processor File**  
- Credit Card Processor File is Setup

## CHANGE MASTER CONFIGURATION (AR0418)

This option allows you to change the standard Accounts Receivable configuration. This includes changing the customer label, aging categories, terms, finance charges, Invoice and Statement form, and which other modules will be integrating with Accounts Receivable.

A default configuration is already built into your Accounts Receivable module. However, you may prefer to change this configuration to meet your company's specific requirements. If you do decide to assume the default values, please review them carefully before you begin processing.

After selecting this option, a screen will appear displaying the following seven choices:

- **Master**
- **Terms/Fin. Chg**
- **Invoice Format**
- **Stmt Format**
- **Manufacturing**
- **System Integ.**

As you proceed to select each tab option, enter all required or <click> on **“OK”** to validate and assume the default configuration.

## Master Configuration

The Master Configuration screen will display the data items necessary for configuring your Accounts Receivable data files. The following is a list of each of these data items and the default values and descriptions of each.

Aging Categories:		
	Description	Max. Days
Category 1:	31-60 Day	30
Category 2:	61-90 Day	60
Category 3:	91-120 Day	90
Category 4:	Over 120	Remaining

<b>Customer Label</b>	<p>Default: Customer</p> <p>The Accounts Receivable system allows you to identify your customer in any manner you like. Many companies' customers are referred to as clients, or patients, etc. This is a ten <b>(10)</b> character field (<i>alpha/numeric</i>) used for whatever <b>“label”</b> you want to identify your customers by. This label will be displayed on all screens and reports, except menus will continue to use the term <b>“customer.”</b></p>															
<b>Aging Categories</b>	<p>Default: (below)</p> <table><thead><tr><th></th><th>Due</th><th>Max Days</th></tr></thead><tbody><tr><td>Category 1</td><td>31-60</td><td>Days 30</td></tr><tr><td>Category 2</td><td>61-90</td><td>Days 60</td></tr><tr><td>Category 3</td><td>91-120</td><td>Days 90</td></tr><tr><td>Category 4</td><td colspan="2">Over 120 (Remaining)</td></tr></tbody></table> <p>The Accounts Receivable system allows five (5) aging categories, including a “current” category. The aging is performed based on the due date of each invoice and the system date at the time the aging is calculated. Any invoice still within the terms specified for that invoice will be placed in the “current” category. If the invoice is not within the terms, it will be placed in a category based on the number of days it has been since the due date, and the “<i>Max Days</i>” that have been defined.</p>		Due	Max Days	Category 1	31-60	Days 30	Category 2	61-90	Days 60	Category 3	91-120	Days 90	Category 4	Over 120 (Remaining)	
	Due	Max Days														
Category 1	31-60	Days 30														
Category 2	61-90	Days 60														
Category 3	91-120	Days 90														
Category 4	Over 120 (Remaining)															

	<p>The aging category description will be displayed as column headings on reports, statements, and customer inquiries. The default value assumes “Net 30” as the terms. Therefore, the first category is defined as being at least one day late, and the description is 31-60 Days (<i>meaning 31-60 days from the invoice date, or 1-30 days past due</i>).</p> <p>These fields may be utilized to invoke a Credit Check warning system when a customer's account is past due. To activate this credit check warning system, enter an "*" as part of the aging category description (<i>i.e. 61-90 Days*</i>) you wish to concede as the "global" past due status.</p> <p>In doing this, the system will display a warning when an invoice is entered for a customer that has any amount due in the specified aging category or older. The system will display "This Customer has a Past Due Balance." This is a warning only, and you may bypass it by &lt;clicking&gt; on the "OK" button and continue to process the invoice if you so desire.</p> <p>If you are integrated with the Sales Order Entry module, this Credit Check warning system will be activated there as well. However, the system will place the Sales Order on "hold" until it is changed manually.</p>
<b>Include Paid Items</b>	<p>Default: N</p> <p>This check box indicates whether or not this system will include paid invoices in the inquiry screen. This feature only applies to <b>open item</b> type customers. The system will only be able to display those items paid since the option “<b>Consolidate Balance Forward</b>” was executed. By &lt;clicking&gt; “<b>on</b>” this check box, the system will include paid invoices in the inquiry screen.</p>
<b>Uniq Chk #s</b>	<p>Default: N</p> <p>This check box indicates whether you want the system to search through the Accounts Receivable Transaction Detail File to verify whether this customer has sent you a check, with the same check number, within the current fiscal year. Based on the nature of your business, this may or may not be an important option to have tested during the payment posting process. If the system determines that a customer has already sent you a check with the same number, during the payment posting options, you will receive a warning message and will have to key in another check number to proceed. By &lt;clicking&gt; “<b>on</b>” this check box, the system will search through the Accounts Receivable Transaction Detail File to verify whether this customer has sent you a check, with the same check number, within the current fiscal year.</p>
<b>Single Cycle Inv.</b>	<p>Default: N</p> <p>This check box will define whether a single cycle invoice will be printed and posted or whether the system will prompt you for a range of cycle invoices to print and post at one time. By &lt;clicking&gt; “<b>on</b>” this check box, the system will print and post a single cycle invoice at a time.</p>
<b>AR Account</b>	<p>Default: <b>06100</b></p> <p>This account number is used to update the General Ledger, if you are interactive with that module. The default account number assumes that you are using the default Chart of Accounts. This account is used to post the debit to Accounts Receivable when an invoice is written. This account is only used when an AR Sales Code has <b>NOT</b> been defined on the transaction.</p> <p>In the case where an AR Sales Code has been defined on a transaction, the debit will then be posted to the Accounts Receivable account set up on the AR Sales Code. This procedure allows for Multiple Accounts Receivable tracking.</p>

	<p>The Accounts Receivable module will print a report displaying the journal entry that would be posted to the General Ledger, even if you are not interactive with the General Ledger. It is recommended that if you are not interactive with the General Ledger, you enter the account number from your manual General Ledger so that the journal entry report may be posted to your manual General Ledger without confusion.</p>
<b>Special Field</b>	<p>Default: <b>Special</b></p> <p>This field is the heading of a special description field that may be used in the customer file. This may be most useful if you need to set up your customers to be easily retrieved by a special key such as the owner of the company, customer classification, etc.</p>
<b>Commission Basis</b>	<p>Default: <b>Sales</b></p> <p>The commission basis may be set to one of three choices for your company:</p> <p style="padding-left: 40px;"> <b>None</b>  <b>Sales</b>  <b>Cash Receipts</b> </p> <p>This configures which type of transaction will be used when calculating the commission for each salesman. If you do <b>no</b> commission tracking, obviously you would select “<b>None.</b>”</p> <p>Many companies do pay various types of commissions to their sales staffs and they will generally pay their sales staffs based on one of two methods of payment.</p> <p>The first is based on paying commissions when the sale is recorded. This is the “<b>Sales</b>” method of paying commissions. Regardless of when a customer takes delivery, pays their bills, etc., the salesman gets credit for payment of commissions at the next pay cycle.</p> <p>The second method is based on “<b>collections</b>” or when a customer pays their bills. Many firms do not want to “<b>advance</b>” pay their salesmen when they have yet to collect on the sale. Therefore, this method does not post any allocations to the commissions reports until “<b>Cash Receipts</b>” have been made. The “<b>Sales</b>” method records the commission calculation at the time of the sale. There are advantages to these methods, however, the nature of your specific business will dictate the best method to use.</p>
<b>Sales Codes</b>	<p>Default: <b>(below)</b></p> <p><b>Sales Tax:</b> SC001  <b>Finance:</b> SC002  <b>Freight:</b> SC003  <b>Sales Disc:</b> SC004  <b>Pay Disc:</b> SC005  <b>Cash Rcpts:</b> SC006  <b>Deposits:</b> SC007</p> <p>Sales Codes are a means for the Accounts Receivable program to categorize various types of transactions. Depending on the nature of your business, you may desire either very specific and detailed sales reporting of sales, cost of sales, methods of payments, taxable/non-taxable type sales, etc., or you may simply want to keep everything very simple and as non-detailed as possible. Regardless of your preference, Sales Codes will allow you to customize your system to report this type of information in the manner that you choose.</p>

	<p>For instance, in our sample company illustrated throughout the sample reports section, our company sells various type of residential and commercial cleaning products. For many firms it may be sufficient to simply say, “<i>We sold \$460 worth of brooms last month.</i>”</p> <p>However, other companies may want to know that we actually sold \$124 worth of plastic handled brooms, \$278 of wood handled brooms, and \$58 worth of push brooms. Either method of reporting is possible with this module. It is simply a matter of configuring Sales Codes. Sales Codes will also track freight, taxes, discounts, and many other types of items. The system comes with several default sales codes to keep track of these various “basic” sales codes.</p> <p>Default sales codes are the sales codes that the system needs to use during the processing of transactions. The sales codes specified here must be entered into the system through the “<i>Add a Sales Code</i>” option, if you decide not to use the defaults. These special sales codes are updated at special times as described below:</p> <p><b>Sales Tax:</b> This sales code is updated with the amount of all sales tax charged on every transaction.</p> <p><b>Finance:</b> This sales code is updated with the amount of all finance charges automatically calculated.</p> <p><b>Freight:</b> This sales code is updated with the amount of all freight charged on every transaction.</p> <p><b>Sales Disc:</b> This sales code is used to summarize the total amount of sales discounts given.</p> <p><b>Pay Disc:</b> This sales code is used to summarize the total amount of payment discounts taken by your customers.</p> <p><b>Cash Repts:</b> This sales code is used to summarize the total amount of payments and deposits received from your customers. This sales code may be overwritten at the time of posting payments to allow for the use of multiple cash accounts.</p> <p><b>Deposits:</b> This sales code is used to summarize the deposits that have been received but not applied toward a specific invoice. This amount will automatically be reversed when the deposit is applied toward an invoice.</p> <p>During the processing of transactions, if the system needs to update one of these sales codes, and it cannot be found in the sales code file, an error sales code will be added with the sales code number “ERROR” and a description of “<i>Sales Code Not Found.</i>”</p>
<b>GL Journal #</b>	<p>Default: <b>06 Sales Journal</b></p> <p>This number corresponds with the General Ledger default journal number in the General Ledger module for Accounts Receivable transactions. All Accounts Receivable transactions will be posted to this journal.</p>
<b>Def. Payment Type Id</b>	Default Payment Type.

## Terms/Fin. Chg

The following data items allow you to define the default terms for each customer, the default Balance Forward (*or Open Item Status*), and how finance charges will be calculated, if assessed.

### Terms:

<b>Terms Type</b>	<p>Default: <b>Net Days</b></p> <p>This field is one of three choices that define the way the due date of each invoice will be calculated: Fixed Due Date, Net Days, Net EOM</p> <p><b>Fixed Due Date</b> will tell the system not to calculate a due date, but ask you what the due date is at the time of the transaction.</p> <p><b>Net Days</b> will calculate the due date in a specified number of days from the invoice date. Therefore, if your terms are <b>Net 10 Days</b>, then select this option and enter “10” as the number of days in the next question. If you want <b>no</b> terms for customers (<i>e.g., C.O.D. or cash in advance</i>) simply select this option and enter “0” for the number of days in the next question.</p> <p><b>Net Days EOM</b> will tell the system to calculate the date for the end of the month in which the transaction was written. It will then calculate a specified number of days from the end of the month date. For example, if you want your terms to be due on the <b>5th</b> of each month, then you would enter <b>Net 5 EOM</b>.</p>
<b>Scheduled Payment Type</b>	<p>Default: <b>None</b></p> <p>This data item defines the type of “<b>scheduled</b>” payments that will be allowed in the system. Scheduling of payments means that the net amount of an invoice written to a customer may be evenly divided into a specified number of payments and scheduled to be due on some periodic basis. This is particularly useful to many retail and distribution type companies who want to provide their clients with short term financing without the requirements of long, drawn out documents. The term “<b>90 Days Same as Cash</b>” may be a perfect example of how you would use this feature. This would give you the ability to sell a client an item today and not have him owe you any finance charge money as long as he pays the bill within ninety days. This would also indicate that this bill is not past due until the ninety first day.</p> <p>By specifying at the time of the invoice that you want to use <b>Specific Number of Days</b> with only one payment due in <b>90</b> days, you may use this as a unique method of providing flexible terms to your customers. The valid types are discussed below.</p>
<b>None</b>	This type indicates that no scheduled payments will be allowed in the system.
<b>Specific Day of Month</b>	This type indicates that the payments that a specific invoice is split into will be scheduled to be due on a specified day of the month.
<b>Specific Number of Days</b>	This type indicates that the payments that a specific invoice is split into will be scheduled to be due a specified number of days apart.

<b>Description</b>	<p>Default: <b>Net 30</b></p> <p>This description is a twenty (20) character (<i>alpha/numeric</i>) description of the default terms for each customer that is added to the system. This option allows you to custom configure the description as it fits into your business needs.</p>
<b># of Days – Default: 30</b>	<p>This is the number of days that will be used in calculating the due date when using a terms type of “<b>Net Days</b>” or “<b>Net Days EOM.</b>”</p>
<b>EOM Cutoff</b>	<p>Default: <b>0</b></p> <p>This specifies the day of the month that is considered the end of the month. If zero, the system will use the real end of month. If specified, and the invoice date is after the EOM Cut-Off, the EOM calculation is performed on the following month.</p>
<b>Balance Forward</b>	<p>Default: <b>N</b></p> <p>This is the default setting for new customers being added to the Customer File. If this check box is blank, the system will treat the customer as an “<b>open item</b>” type customer, and all open items (<i>invoices, payments, credit memos, etc.</i>) will remain on the customer's account until specifically paid. If this check box is &lt;clicked&gt; “<b>on,</b>” the system will treat the customer as a “<b>Balance Forward</b>” type customer, and the customer's open items will be consolidated into one balance forward amount when the option “<i><b>Consolidate New Balance Forward</b></i>” is executed.</p>

**NOTE**

The Accounts Receivable system has the ability to track both methods at the same time, if necessary. Therefore, you may set up each customer account individually with this option.

**Finance Charges:**

<b>Description</b>	<p>Default: <b>18% APR</b></p> <p>This is a twenty (20) character (<i>alpha/numeric</i>) description, which will be used as the description of any finance charges billed to the customer.</p>
<b>Interest Rate</b>	<p>Default: <b>1.500</b></p> <p>This is the percentage rate that will be used in calculating the interest on past due invoices. It should be the rate based on the periodic cycle that the finance charges will be calculated. For example; if you wish to charge interest at an annual rate of <b>18%</b> per year, and you calculate finance charges on a monthly basis, you should enter “<b>1.5</b>” as the interest rate (<i>18% divided by 12 months</i>).</p>
<b>Cut Off Days</b>	<p>Default: <b>1</b></p> <p>This is the number of days past the due date that an invoice must be in order to calculate finance charges.</p>
<b>Min Charge</b>	<p>Default: <b>\$1.00</b></p> <p>This is the minimum charge that will be billed to a customer's account if finance charges are to be calculated for this customer. This allows a company to build in a minimum charge for handling either finance based sales or for the inconvenience of tracking past due items.</p>

<b>Min Payment</b>	<p>Default: <b>\$10.00</b></p> <p>This is the minimum payment amount, which will be displayed on some statement forms. Setting this feature will insure a minimum amount due on all accounts with outstanding balances.</p>
<b>Min Payment %</b>	<p>Default: <b>0.00 %</b></p> <p>This is the percentage of the balance due on a customer's account that will be used in the calculation of the payment due. This will be displayed on some statement forms. Instead of setting a fixed minimum due amount, many firms elect to take a fixed percentage of the outstanding balance.</p>
<b>Compound</b>	<p>Default: <b>Off</b></p> <p>This tells the system whether or not to include past, unpaid finance charges in the balance, or to calculate new finance charges based exclusively on the current past due items only. To compound, &lt;click&gt; <b>“on”</b> the check box.</p>

## Invoice Format

The following data items are used to define the format of the invoice forms.

<b>Tax by Line</b>	<p>Default: <b>On</b></p> <p>Each line entered on an invoice is entered through the use of a sales code, which defines the category of sales and certain defaults. One of these defaults is the tax status: <b>Taxable</b> and <b>Non-Taxable</b>. If you activate this option by &lt;click&gt; <b>“on”</b> the check box, you will be allowed to override the tax status of the sales code while entering the invoice.</p> <p>Leaving this check box blank will speed up the data entry process by reducing the number of questions that needs to be entered when inputting an invoice. This allows you to charge tax on selective lines of the invoice regardless of the sales code.</p>
<b>Discount by Line</b>	<p>Default: <b>On</b></p> <p>The Accounts Receivable system has the ability to calculate a discount on each line of an invoice as well as for the entire invoice amount. By &lt;clicking&gt; on this check box, it will tell the system to ask for a discount amount on every line of the invoice. Leaving this check box blank will speed up the data entry process by not having to press <b>TAB</b> on every line of an invoice for <b>“discount percent”</b> if not needed.</p>
<b>Quantity Check</b>	<p>Default: <b>Off</b></p> <p>If you have the Manufacturing Inventory Management module, and Accounts Receivable is set to be interactive with Inventory, the system will allow you to directly update the Inventory files at the time the invoice is written. If this check box is &lt;clicked&gt; <b>“on,”</b> the system will give you a warning if you are trying to invoice a quantity of an inventory item that is not currently on hand or available. Leaving this checkbox blank, will tell the system to place any quantity above what is currently on hand into a <b>“Quantity to Adjust”</b> field in inventory. Therefore, you may ignore the warnings now and automatically know which items will need adjustment at a later time. This may be useful if your business has situations where the warehouse is not able to keep the system fully updated at all times.</p>



<b>Exclude On-Order</b>	<p>Default: <b>Off</b></p> <p>If you have the Manufacturing Inventory Management module, and Accounts Receivable is set to be interactive with Inventory, by turning on the option <b>Verify Quantity Available</b> will exclude any On Order quantities from the Quantity Check.</p>
<b>Reduce Quantity Reserved</b>	<p>Default: <b>Off</b></p> <p>If you have the Manufacturing Inventory Management module, and Accounts Receivable is set to be interactive with Inventory, the system will automatically reduce the quantity on hand and quantity reserved when the invoice is printed. If you are using the Sales Order Entry system to record sales orders and place the items on reserve, this could cause the reserved quantities in inventory to not match the backorder quantities on your sales orders.</p> <p>Normally if you have the Sales Order Entry module, you should leave this check box blank. Otherwise, you should &lt;click&gt; <b>“on”</b> this check box.</p>
<b>Customer Price Level</b>	<p>Default: <b>On</b></p> <p>If you have the Manufacturing Inventory Management module, and Accounts Receivable is set to be interactive with Inventory, the system will automatically recall the correct selling price of items based on the price level set up for the customer. During the invoicing option, you are normally allowed to change the default price level for the customer. If you leave this check box blank, you will not be allowed to override this default price level.</p>
<b>Price Level By Line</b>	<p>Default: <b>On</b></p> <p>If you have the Manufacturing Inventory Management module, and Accounts Receivable is set to be interactive with Inventory, the system will automatically recall the correct selling price of items based on the price level set up for the customer. During the invoicing option, you are normally allowed to override the calculated price on each inventory item sold. If you leave this check box blank, you will not be allowed to override the default price of inventory items.</p>
<b>Default to Item #</b>	<p>Default: <b>Off</b></p> <p>If your system is set to be interactive with Manufacturing Inventory Management, you may sell items directly from your inventory item file. If you &lt;click&gt; <b>“on”</b> this check box, you may press <b>TAB</b> to choose an inventory item.</p>
<b>Customer Comment</b>	<p>Default: <b>Off</b></p> <p>By &lt;clicking&gt; <b>“on”</b> this check box, the system will display the customer <b>“comments”</b> (<i>which are set up in the Add, Change or Copy a Customer options</i>), before you are able to record transactions in the system. This feature assists in drawing attention to details pertinent to each customer. Any <b>Comments</b> will then display on the screen when performing <b>“Write Invoices &amp; Credit Memos,” “Prepare Proposals,”</b> or <b>“Record Manual Invoices”</b> for each customer.</p>
<b>A/R Sales Code</b>	<p>Default: <b>Off</b></p> <p>The Accounts Receivable system allows for the set up and use of AR Sales Codes (<b>AR Codes</b>). These sales codes are used to define Accounts Receivable accounts. This enables you to process Multiple Accounts Receivable accounts. By defining the AR Sales Code on the Customer's file, you are setting the <b>“default”</b> AR Sales Code that will be used during the entry of transactions. By &lt;clicking&gt; <b>“on”</b> this check box, the system will allow the override of the AR Sales Code on Proposals, Invoices and Payment entries.</p>

	<p>If you are integrated with Sales Order Entry or Point of Sale, this question will also apply to overriding entries in those modules as well. By leaving this check box blank, the system will use the assigned AR Sales Code defined on the customer's record. If no AR Sales Code is defined, the system will use the <b>AR Account (GL)</b> located in the <i>Accounts Receivable Master Configuration</i>.</p>								
<b>Allow Line Item Description Edits</b>	<p>Default: <b>Off</b></p> <p>This field provides management with the ability to restrict whether data entry users will have the ability to override the default descriptions that are predefined for both <b>Inventory Items</b> and <b>Sales Codes</b> during the processing of Invoices in <b>Accounts Receivable</b> and <b>Point of Sale</b> and during the entry of <b>Sales Orders</b> in the <b>Sales Order Entry</b> module. If this field is turn on, the user will be allowed to override the description on the line item during data entry. Otherwise, the fields will be grayed out and not allowed to be edited during the data entry process. Depending on the company, some firms will want the flexibility to make changes during data entry while others will want to control completely the exact descriptions of their inventory items and sales codes and not allow any changes to be made to their master setups.</p>								
<b>Unit Price Decimals (0-5)</b>	<p>Default: <b>2</b></p> <p>This number is used to determine how many decimal places are necessary for the unit price of each item on the invoice. You may choose up to five (<b>5</b>) decimal places for this item.</p>								
<b>Invoice Form</b>	<p>Default: <b>L0201</b></p> <p>This is the name of the invoice form that will be used when printing invoices. See the <b>Accounts Receivable</b> sections of the <i>Infinity POWER Supported Forms Reference Manual</i> for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through <b>DPAForms</b> and may also be found in the <b>DPAForms Catalog</b> included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.</p>								
<b>Automatic Numbering</b>	<p>Default: <b>(Below)</b></p> <p>These are the numbering sequences that will be used by the system for the different transaction types. The default values are:</p> <table> <tr> <td>Invoice:</td> <td>100000</td> </tr> <tr> <td>Credit Memo:</td> <td>-1</td> </tr> <tr> <td>Debit Memo:</td> <td>-1</td> </tr> <tr> <td>Deposit:</td> <td>0</td> </tr> </table> <p>This is where you would install your numbering sequence for these types of transactions. If you have been running another system (<i>computerized or manual</i>), you may continue to utilize the same numbering sequence with this program. If the value is zero, the system will assume there is no automatic numbering, and will prompt you for the transaction number.</p> <p>If the number is <b>-1</b> for credit memo, debit memo, or deposit, the system will use the invoice numbering sequence for these transaction types. For instance, if your next invoice number is <b>1206</b>, your next credit memo number will be <b>1206</b>.</p>	Invoice:	100000	Credit Memo:	-1	Debit Memo:	-1	Deposit:	0
Invoice:	100000								
Credit Memo:	-1								
Debit Memo:	-1								
Deposit:	0								

## Stmt. Format

The following data items are used to define the format of the statement forms on this tab option.

<b>Statement Form</b>	<p>Default: <b>LSTMT</b></p> <p>This is the name of the statement form that will be used when printing customer statements.</p> <p>See the <b>Accounts Receivable</b> sections of the <a href="#">Infinity POWER Supported Forms Reference Manual</a> for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through <b>DPAForms</b> and may also be found in the <b>DPAForms Catalog</b> included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.</p>
<b>Year End Form</b>	<p>Default: <b>LYSMT</b></p> <p>This is the name of the statement form that will be used when printing the “<i>year-end</i>” customer statements.</p> <p>This form is used for sending a yearly statement showing interest that has been charged to the customers' accounts. See the <b>Accounts Receivable</b> sections of the <a href="#">Infinity POWER Supported Forms Reference Manual</a> for a listing of the standard forms available with these modules and the preprinted forms that are supported by the accounting system. A selection of preprinted forms are available through <b>DPAForms</b> and may also be found in the <b>DPAForms Catalog</b> included in the Product Kit. They may also be found on the CD-ROM presentation. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.</p>
<b>Statement Minimum</b>	<p>Default: <b>\$5.00</b></p> <p>This is the minimum dollar amount of the balance of a customer's account before the customer statement is printed. The system will not print a statement for any customer with a balance below this amount. This is a useful feature to avoid printing unwanted or unnecessary statements for customers who either have no outstanding balance or so little a balance as not to warrant the effort or expense of sending them one.</p>
<b>STATEMENT MESSAGES</b>	
<b>Normal Statement Message</b>	<p>Default: <b>(Below)</b></p> <p>This is the message that will be printed on each customer statement. This may be any message, up to fifty <b>(50)</b> characters (<i>alpha/numeric</i>) in length. The default message is:</p> <p><b>Please ask your salesman about our Specials!!!</b></p>

<b>Past Due Statement Message</b>	<p>Default: <b>(Below)</b></p> <p>This is the message that will be printed on any statement that has a balance that is past due. This can be any message up to fifty <b>(50)</b> characters (<i>alpha/numeric</i>) in length. The default message is:</p> <p><b>Please pay past due items to preserve your credit.</b></p>
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## Manufacturing

The Manufacturing Default is a single data item, which indicates the default status for any invoices entered into the system.

### Invoice Manufacturing Default? - Default: None

Whenever you prepare an invoice for a customer, the system will set the initial manufacturing status to whatever has been established as the default. You will still have the opportunity to change it on a per invoice basis. You have three choices to select from.

- **None**
- **Shortage**
- **Complete**

If you select “**None**,” no manufacturing will be performed. The system will operate exactly the way the standard Accounts Receivable module would. If you sell more of an item than you have on hand, there will be no cost recorded for the units that you were short. The “**Quantity to Adjust**” field for the item will reflect any error. If you select “**Shortage**,” the system will automatically manufacture items if you are short. If you sell more of an item than you have on hand, the additional units needed will be manufactured. The manufacturing process is recorded just as it would be if you had used the option in Manufacturing Inventory to “**Record Manufacturing**.”

If you select “**Complete**,” the system will automatically manufacture all items ordered. Even if you have enough of the item on hand to fill the order, the system will still manufacture the full amount of the order. Again, the manufacturing process is recorded in an identical manner to the Manufacturing Inventory Option to “**Record Manufacturing**.” Keep in mind that the system is assuming that the actual physical manufacturing process has already occurred and that sufficient quantities of raw materials were available to produce the items that are being invoiced.

When the system automatically produces items with either method (*type two or three*), no checking of raw materials will be performed prior to the manufacture of items. If there are not enough raw materials to produce an item during production, only those costs that are available for raw materials that are in stock will be used in the valuation of those auto-produced items. The Quantity to Adjust fields will be modified in the raw material items that have shortages during production, but not the finished goods being manufactured. The consequence of this happening is that the value of the manufactured items will be stated at a lower value than they should and as a result, Cost of Goods Sold on the invoice will not reflect the normal cost of the manufactured item. Profit analysis on sales journals and commission reports will then be overstated with lower than normal costs associated against these transactions. Therefore, if you are not certain whether the system actually reflects enough raw materials to produce the items being invoiced, then you should go to the Manufacturing Inventory Management module and print the “**Projected Materials Usage**” report. This must be done prior to proceeding with any invoicing to determine any shortages that may occur during the production cycle.

You may reset the Manufacturing Default at any time. This will not affect any invoices that have already been entered and no special procedure is required when making this change.

## System Integration

### Integration with Other Systems - Default: (Below)

If you have purchased any of the following modules, you may turn the integration on by simply <clicking> **“on”** the check box where applicable.

The default values for integration with other modules are as follows:

<b>General Ledger</b>	Off
<b>Post to GL in Detail?</b>	Off
<b>Job Cost</b>	Off
<b>Inventory</b>	Off
<b>Point of Sale</b>	Off
<b>Check Reconciliation</b>	Off
<b>Sales Order Entry</b>	Automatic

If the **“Post to General Ledger in Detail?”** check box is blank, the information posted to General Ledger will be in a summary format showing the total amount of sales, total amount of receivables, total amount of payments etc. This summary posting requires that the **“Sales Code Summary”** report be printed before any posting procedure to General Ledger can be performed. Printing the **“Sales Code Summary”** report will create the integration file that is posted to the General Ledger. Refer to Chapter 4, **“Sales Code Summary Report”** for more details.

The option to **“Post to GL in Detail”** allows you to post all transactions into the General Ledger in detail rather than in a summary format. If this check box is <clicked> **“on,”** each transaction will be posted into General Ledger with all associated information including Invoice Number, Customer Number, and Total Amount of Invoice. The advantage of posting in detail to General Ledger is the enhanced audit information that will be stored.

However, posting in detail will require the file sizes for the General Ledger transactions to be increased, as the posting information could be quite large. If you choose to **“Post to GL in Detail,”** you will **NOT** have to print the **“Sales Code Summary”** report before **“Posting Integration Files”** in General Ledger.

The system will, however, automatically configure this option based on the modules you select for the option **“Start New Files From Scratch.”** Based on this selection, the system will determine what options should be integrated automatically and set them for you, including the **“Post to GL in Detail,”** option. You may use this option to custom configure these choices in a different manner.

The integration feature between Accounts Receivable and the Check Reconciliation module offers the capability to post deposits directly to the Check Reconciliation module. This is accomplished by a checking account number that is defined on the cash receipts sales code.

At the time of running the **“Deposit Register”** and the sales code has a checking account defined and the integration between Accounts Receivable and Check Reconciliation is turned on the system will prompt the user to post the entire deposit register amount. The system will use the system date as the reference number for the deposit entry.

## MAINTAIN DATA FILES (AR0420)

This option includes both **“Pack”** and **“Re-Index”** utilities to manage your Accounts Receivable files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion.

You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.

There are several situations in which this option need be accessed.

- **Power (*hardware*) failure.**
- **Media Errors (*bad disk*)**
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your Accounts Receivable files. The system will sort each of the current **“out of index”** files into new **“indexed”** files before deleting the old ones.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

**NOTE**

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- |                           |                        |
|---------------------------|------------------------|
| - Customer File           | - Salesman File        |
| - Ship To Address File    | - Tax Rate File        |
| - Open Item File          | - Sales Code File      |
| - Transaction File        | - Cycle Invoice File   |
| - Transaction Detail File | - Plan Assignment File |

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **“Select All”** files, **“Un-select All”** files, and **“Invert Selection,”** which selects those files that were not selected in a previous pack or re-index condition. There is also a button, **“Details”** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **“Start”** button, after selecting the files you wish to manage. You are then given the options to **“Pack”** or **“Re-Index”** the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **“Percentage of Completion”** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a **“Pack”** procedure.

**Results:**

All Records in all or specified Accounts Receivable Files will be packed and/or re-indexed.

## START NEW YEAR'S FILES (AR0421)

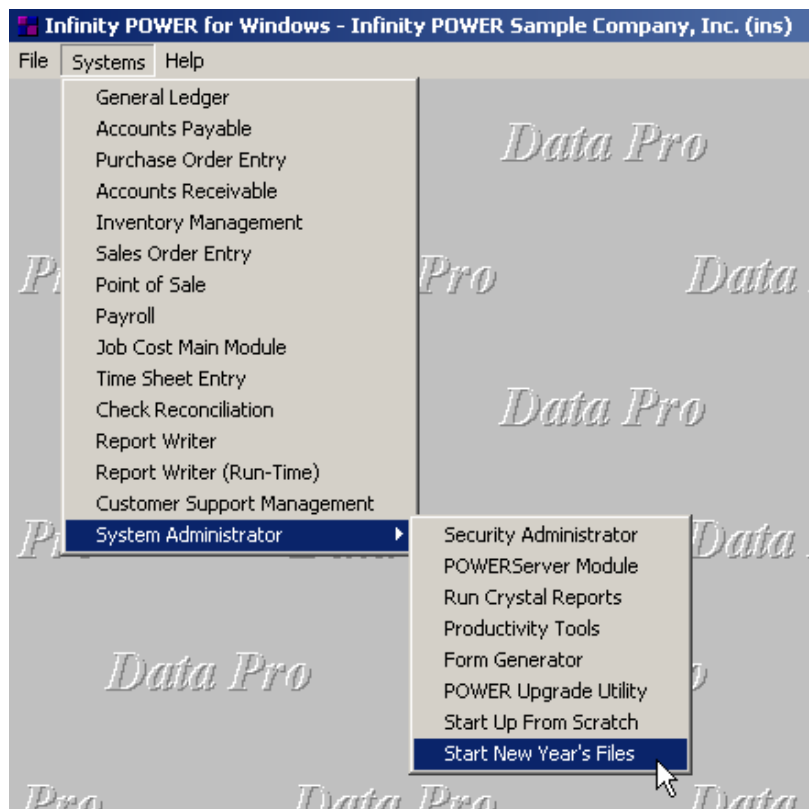
This option starts up your Accounts Receivable files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes. When you start the files for a new fiscal year, the following files are copied into or created for the new year:

- 1) **Customer File (coAR1dy.dbf)**
- 2) **Transaction File (coAR3dy.dbf)**
- 3) **Transaction Detail File (coAR4dy.dbf)**
- 4) **Salesman File (coAR5dy.dbf)**
- 5) **Tax Rate File (coAR6dy.dbf)**
- 6) **Sales Code File (coAR7dy.dbf)**

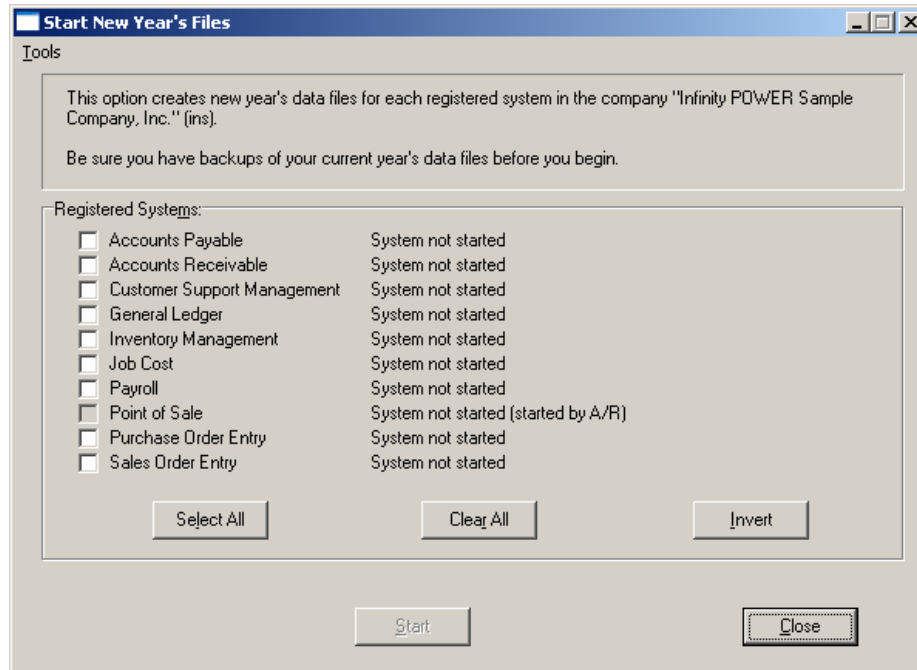
After you create the files for the new year, you may process in both years simultaneously. All transaction activity for each year will be tracked independently, except that the open item information will always reflect the most current information for both years combined. In addition, you must be careful to make any overhead changes, such as changing a customer's billing address, to the most current year (*or to both years*). This overhead restriction is only applicable on the files listed above.

Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. Make sure that the current system date is set to the last day of the old year. Once you select this option, you will be warned if the new year's files have already been created.

To select this option, you will go to **“Systems”** from the Menu Bar and select **“System Administrator.”** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. *You must also be in the last fiscal period (month) of the year before you can execute this option.*



If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **“Start New Year’s Files.”** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **“Select All”** button which will highlight all Registered Systems. Or, you may choose the **“Clear All”** button to undo your choices. The **“Invert”** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **“Bring Balances Forward”** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year’s Files for and <click> on the **“Start”** button. The program will create the new year's data files. The system will show a message next to each module stating **“System already started.”** The bottom of the screen will show **“Processing Completed.”**

<Click> on the **“Close”** button to return to the Menu Bar.

#### Results:

Files Copied to or Created for the New Year:

coAR1dy.dbf - Customer File  
 coAR3dy.dbf - Transaction File  
 coAR4dy.dbf - Transaction Detail File  
 coAR5dy.dbf - Salesman File  
 coAR6dy.dbf – Tax Rate File  
 coAR7dy.dbf - Sales Code File



## SET UP INVENTORY ITEMS

This section discusses the ways to set up, change, delete, and copy inventory items. It also covers how to “import” new items from other accounting systems and print the Inventory Detail Report, which is used to verify all information input into the inventory files.

You may add “notes” to any Inventory Item that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

By <clicking> on the Note Pad Button, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the “Create a New Record” button or choose the “Operation” option from the Menu Bar and then “Add.” A screen will appear with the current date and time.

You will be prompted for a description of fifty (50) characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

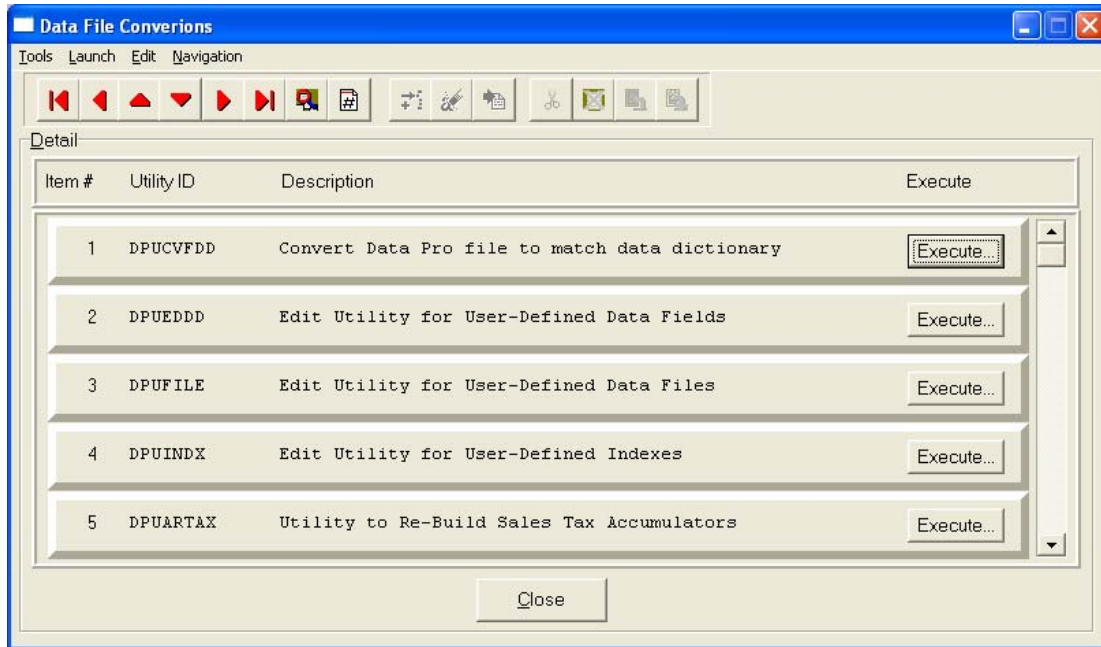
If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.

Item #	Field Name	Description	Type	Length
1	UQUALITY	Quality Rating of Product	CCHR	20

Excellent

Save Cancel

You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields** and that you have run Item #1 below **“Convert Data Pro file to match data dictionary.”** This option is located under **“Productivity Tools”** on the **“Systems Menu.”** This will ensure that your data files are in sync with any new fields you have added to the system.



## Inquiry Mode (IM0100)

This option allows you to view assorted summary information about your inventory items. You may check certain inventory information by selecting the **Inventory Item Inquiry** menu option. First, you must navigate to the record you wish to inquire on. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the item has appeared on the screen, you will notice several buttons on the bottom of the screen. You may view each of these additional screens of information about this inventory item.

<b>Re-Order</b>	This button allows you to view the primary and secondary vendors associated with this inventory item, as well as re-order quantities, lead time for integration to the Invertech Manufacturing Requirements Product ( <b>MRP</b> ); plus the minimum and maximum quantities to stock.
<b>Price Table</b>	This button allows you to view the pricing that was assigned for this inventory item. There are up to ten ( <b>10</b> ) price levels assigned to an inventory item.
<b>Historical</b>	This button allows you to view the summarized history of sales and purchases for the current year, month by month.
<b>U/M Conv.</b>	This button allows you to view the unit of measure conversions for this inventory item.
<b>Manufact</b>	This button allows you to view the summarized manufacturing history of this inventory item for the current year, month by month. This includes usage quantity and quantity produced.
<b>View Image</b>	This button only allows access if an image file name has been defined in the <b>“Internet”</b> section of this part number. This image must be in either a <b>JPG</b> or <b>BMP</b> format.
<b>Bill of Mat</b>	This button allows you to view the <b>“Bill of Materials”</b> associated with the manufacturing of this inventory item.
<b>Internet</b>	This button allows you to view the image, text, audio and video files associated with this inventory item that will be used in conjunction with an internet web site.

<b>Cost Layers</b>	This button allows you to view all cost layers for this particular inventory item.
<b>Serial/Lot</b>	This button allows you to view <b>“Serial Number”</b> or <b>“Lot Number”</b> information for a selected inventory item. A scrolling screen will appear with all available Serial Number or Lot Number items. When you select one of the displayed items and <click> on <b>“OK,”</b> a screen will appear with additional information about that specific Serial Number or Lot Number. This information includes an additional description, Serial Number or Lot Number, quantity on-hand, the bin number, warranty flag setting and two fifty (50) character comment lines.
<b>Location</b>	This button displays the Multi-Location inventory inquiry. This information includes the On-Hand and Available Quantities of all inventory locations for each defined location for this inventory item.
<b>Costs</b>	This button allows you to view the total cost and average unit cost of the item. This feature is set this way for security purposes.

## Add Mode (IM0401)

This option allows you to set up new inventory items. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory items. This process will repeat itself for each inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**

The screenshot shows the 'Set Up Inventory Items' window with the 'Mode' set to 'Add'. The window is divided into several sections:

- Item Categories:** Includes dropdowns for 'Type', 'Class', and 'Part #::'.
- Item Description:** A multi-line text area for entering the item's description.
- Category:** A dropdown menu.
- Bin No.:** A text field.
- Unit Wgt:** A text field with a value of '0.00'.
- Cost Method:** Includes a 'Type' dropdown set to 'LIFO' and a 'Desc' text field.
- Asset:** A dropdown menu.
- CQS:** A dropdown menu.
- Slc Code:** A dropdown menu.
- U/M:** A text field.
- Manuf. Type:** A text field.
- Job Cost Code:** A dropdown menu.
- Alternate Part Numbers:** Two text fields.
- Quantities:** A section with multiple text fields for 'Count', 'On-Order', 'Reserved', 'Adjust', 'On-Hand', 'Req. Manf.', and 'Available', all showing '0.00'.

At the bottom, there is a 'Tools' menu bar with options: 'Launch', 'Navigation', and 'Operation'. Below this is a grid of buttons: 'User Field...', 'Re-Order...', 'Price Table...', 'Costs...', 'Historical...', 'J/M Code', 'Manufact...', 'Save', 'Cancel', 'New Items', 'Bill of Mat...', 'Internet...', 'Cost Layers', 'Serial/Lot', 'Location...', and 'Close'.

Enter the inventory item number in the format that you initially set up in the Master Information (*e.g., the default configuration is shown below.*)

- 1) **Category**
- 2) **Class**
- 3) **Item**
- 4) **Location**

#### **NOTE**

If you add new inventory items in the old year **after** performing “**Year End Procedures**,” the new inventory items added will **not** appear in the new year. This is because the inventory item file was already created during Year End Procedures. To alleviate this problem, simply change your system date to the New Year, and re-enter the new inventory items and pertinent costs, pricing and quantity information.

The following is an explanation of each of the data items required for a new inventory item:

<b>Item Description</b>	There are four (4) lines available for your inventory item description. Each line consists of thirty (30) characters ( <i>alpha/numeric</i> ) including spaces. All lines of the description will print on all reports except in one instance. If a line of description ( <i>except for the first line</i> ) is preceded with a single asterisk (*), that line will not print on any external documents generated by the system, ( <i>e.g., Price Labels, Price Lists, or documents printed by other modules, such as Invoices, Packing Lists, etc.</i> ). In this way, certain information can be part of the file, but remain for internal use only.
<b>Category</b>	This is a ten (10) character ( <i>alpha/numeric field</i> ) that will identify the category of this inventory item. This field can be used for informational purposes or it may be used to categorize items for specific sort routines for Internet related access of inventory items.
<b>Bin No:</b>	This ten (10) character ( <i>alpha/numeric</i> ) field identifies the location number of items stored in bins.
<b>Unit Wgt:</b>	This ten (10) character field specifies the quantity of weight associated with this particular item number. It is used in conjunction with the <b>Sales Order Entry</b> system for Bill of Ladings.
<b>Cost Method</b>	<p>Costing Methods are defined for each individual inventory item. The default costing method which appears automatically will be the costing method set up in the Inventory Master Configuration. There are eight (8) costing methods to choose from. They are:</p> <ol style="list-style-type: none"> <li>1) LIFO</li> <li>2) FIFO</li> <li>3) Average</li> <li>4) Latest</li> <li>5) Standard</li> <li>6) Serial Number</li> <li>7) Lot Number</li> <li>8) Fixed O/H</li> </ol> <p>Careful consideration of the way your business operates is highly suggested before this selection is made. Refer to <b>Chapter 1, Normal Costing Methods</b> for more information on each of these inventory costing methods. Once you have selected the costing method here and have begun to receive additional inventory items into stock, you cannot just switch costing methods. Make sure to check with your accountant or CPA prior to making any changes of this nature to your accounting files.</p>

<b>Cost Label</b>	<p>This data item is a fifteen (15) character (<i>alpha/numeric</i>) field which will only be available if you have selected the Lot Number type costing method for this inventory item. The Cost Label is used to define the structure of the Lot Numbers to be used with this specific inventory item.</p> <p>For example, you may have a shoe store which carries boots. The boots can be stored as lots with the label “<i>Style/Color/Sz.</i>” The store may also carry accessories for boots, such as, anklets or taps, which may only require a cost label of “<i>Style/Color.</i>” Each “<b>lot</b>” inventory item can have a different cost label. The “<b>cost label</b>” is also used to describe the warehouse location in the Multi-Warehouse set up of your inventory. For example, the cost label may be “<i>Warehouse No.</i>” or “<i>Truck Number</i>” or “<i>Store Number.</i>”</p>
<b>Asset</b>	<p>This is the account number used to update the <b>General Ledger</b> module to reflect any increases or decreases in the value of this particular inventory item. This account number is also used to print the Manufacturing Inventory Management Value Summary Report which does not require General Ledger to be interactive. This account is used when transactions are originated in the Manufacturing Inventory Management module or when receipts of inventory are entered through Accounts Payable or Purchase Order. If the Accounts Receivable module is integrated with Inventory, the AR Sales code defined on the Inventory Item will dictate the Inventory Asset account to be used for sale and return transactions.</p>
<b>COS</b>	<p>This is the account number used to update the <b>General Ledger</b> module to reflect any increases or decreases in the Cost of Sales calculations when recording a sale, withdrawal, or return of an item.</p>
<b>Sales Code</b>	<p>This code is used by the <b>Accounts Receivable</b> module to group sales of items into various categories of sales. This determines total sales by various breakdowns defined by you or you may simply use one code to represent all sales. This code may be up to <b>10</b> characters (<i>alpha/numeric</i>). Make sure that if you are interactive with <b>Accounts Receivable</b> that any codes you use when you set up Inventory are set up in Accounts Receivable. Otherwise, when invoicing and such, the system will always be looking for near matches instead of assuming the proper number immediately.</p>
<b>U/M</b>	<p>This is a four (4) character (<i>alpha/numeric</i>) field that will identify the count value of that item; (<i>e.g., ea., lb., doz., gal., etc.</i>). This will define the default or “<i>stocking unit of measure</i>” if the Unit of Measure Conversion options are utilized.</p>
<b>Job Cost Code</b>	<p>This is the default <b>Cost Code</b> used to transfer the cost of inventory into a job. You may override this default code at the time of allocation to a specific job or project, but the code entered here will be used as the default value for the system. You may &lt;click&gt; on the <b>Down Arrow (F2 by default)</b> if you are integrated with the <b>Job Cost Main Module</b> to review a scrolling list of valid list of Cost Codes to enter into this field. This is very important to configure in advance, particularly if you intend to utilize the <b>Sales Order Proposal Writing</b> feature that allows quotes to be converted into Jobs once the quote has been accepted by the customer. If these line items on the Proposal have been setup properly with their Cost Code setup, they will be added as “<b>Budgeted Cost Codes</b>” on the new Job when the option “<b>Transfer SO Proposals to Job Cost</b>” is run.</p>



<b>Alternative Part Numbers</b>	<p>If your inventory includes similar products from different vendors, you may assign separate inventory numbers to them. Quite often, when one vendor's product is not available, an alternative vendor's product can be substituted. With this feature, you have the ability to quickly reference these alternative part numbers. A twenty (20) character (<i>alpha/numeric</i>) field is provided. If this feature is not applicable to your inventory, ignore these fields or use them for miscellaneous descriptions.</p>
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**Quantities:**

Information is entered here only once in the “**Add**” mode. Thereafter, all activity to that item will be updated and reflected automatically in these fields.

<b>Last Count</b>	<p>Default: 0</p> <p>This is the count value as of your last physical inventory count. After executing the “<b>Update Book to Physical Count</b>,” discussed later, this quantity will be zeroed out.</p> <p><b>NOTE:</b> <i>This is not the amount of beginning inventory quantity that is on-hand. This field is used by the Physical Count Procedure. To define the beginning quantity and unit cost for this item, reference the “Change Cost Information” field on this screen.</i></p>
<b>Last Count</b>	Default: 0
<b>On Order</b>	<p>Default: 0</p> <p>This number reflects the quantity of product you currently have on order. This field is updated when you either “<b>Enter Purchase Orders</b>” or “<b>Record Receipts</b>.”</p>
<b>Reserved to Ship</b>	<p>Default: 0</p> <p>This number reflects the quantity of product you have committed to pending Sales Orders. Any number entered here will alter the quantity available for this item. This field is automatically updated by either the option to “<b>Record Sales Orders</b>,” from the Sales Order module when a sales order is added or changed with a quantity for this item or if the “<b>Auto-Reserve Bill of Materials</b>” switch in the Master Configuration is turned “<b>on</b>.” If it is, this quantity will also include the quantity required for the manufacturing of the finished good items which have been placed on customer Sales Orders.</p>
<b>Qty. to Adjust</b>	<p>Default: 0</p> <p>This field is used by the system to reflect any discrepancies which may occur during processing (<i>e.g., if you were to make a withdrawal or a transfer of goods greater than the quantity on hand.</i>) The quantity difference would be displayed here. This is a management-by-exception auditing tool. It serves as a flag to inform you that an exception has occurred. The system does not attempt to analyze or correct this exception, (<i>due to the uniqueness of each business</i>) but instead, provides this field for your individual attention.</p> <p>You must manually zero this field only after you have determined the cause of the adjustment quantity, and have made the necessary accounting adjustments. If you are interactive with Accounts Receivable or Point of Sale, this field can be cleared when the option to “<b>Record COS Adjustments</b>” is performed. This field is extremely important to watch. Therefore, it is highly recommended that the <b>Inventory Quantity Report</b>, with the criteria selection to include only those items with a “<b>Quantity to Adjust</b>,” be run at least on a weekly basis to stay on top of any potential problems with overselling of inventory items.</p>

<b>On-Hand</b>	<p>Default: 0</p> <p>This field is automatically calculated and displayed by the system based on the transactions and initial setup quantities posted to the system. This is the perpetual <b>“Quantity On-Hand”</b> field for each inventory item. Therefore, when performing an inquiry on an item, this would be the field to be viewed to immediately determine what the current amount of inventory is on-hand at any given time.</p>
<b>Req. Manf.:</b>	<p>Default: 0</p> <p>This field (<i>Required for Manufacturing</i>) is automatically updated by following the procedures in the <b>“Enter Projected Usage Amounts”</b> menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle. There is a field under the <b>“Re-Order”</b> button called <b>“Proj. Requirements”</b> as shown on the following screen.</p>

**Re-Order Information - 10 601 85461**

Tools Launch

**Primary Vendor:**

Vendor:  Suncoast Concrete Supplies

Item Number:

**Other Vendor:**

Vendor:  Scotty's Building Supplies

Item Number:

**Re-Order Quantities:**

Minimum To Stock:  Proj. Requirements:

Maximum To Stock:  Lead Time:

Minimum To Order:

This **“Projected Requirements”** field is used in the calculation of an item’s Projected Bill of Material requirements amounts during the use of the **“Projected Usage Amounts”** menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the **“Projected Usage Amounts”** option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this **“Projected Requirements”** field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.

The **“Req. Manf.”** field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the **“Projected Usage Amounts”** option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the **“Projected Usage Amounts”** option to transfer all of your Sales Order backorder quantities to the **“Projected Manufacturing Requirements”** and then calculate the manufacturing requirements.

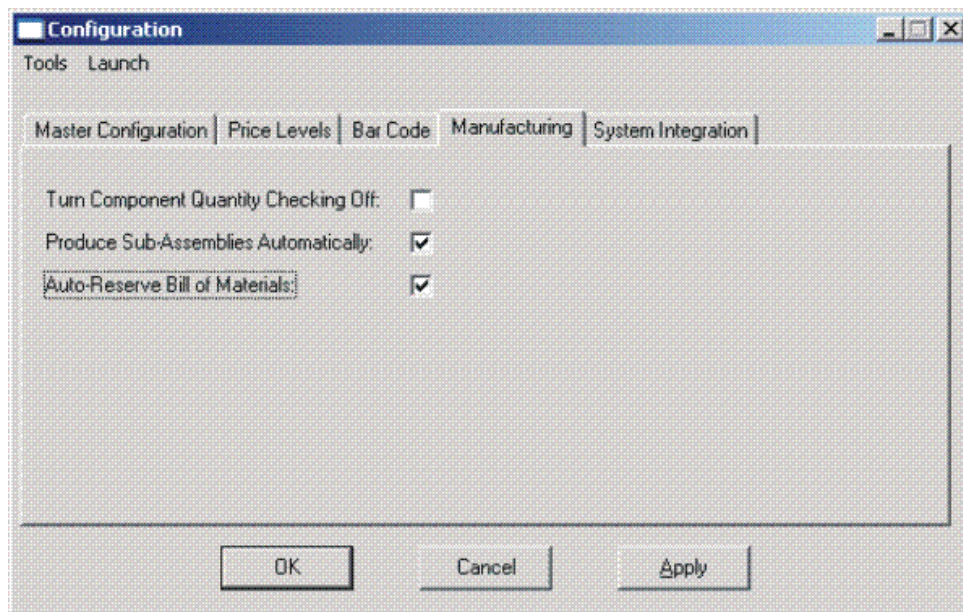


The **“Req. Manf.”** field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the **“Projected Materials Usage Report”** to let you know what raw material items you may need to order.

As you can see, the **“Require for Manufacturing”** quantities of your sub-assemblies and raw materials will only be set by using the **“Projected Usage Amounts”** option. This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles. However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing then this method should be used.

Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option **“Auto-Reserve Bill of Materials”** <clicked> on as shown on the following screen:



<b>Available</b>	<p>Default: <b>0</b></p> <p>This field will constantly be updated to reflect the total quantity of an item that is currently available to sell. The system takes into account the current <b>Quantity On-Hand</b> plus the <b>Quantity On-Order</b> minus the <b>Quantity Reserved</b> to determine the current <b>Quantity Available</b>.</p>
<b>Manuf. Type</b>	<p>Default: <b>Blank</b></p> <p>This is a ten (10) character (<i>alpha/numeric</i>) field designed to accommodate a wide variety of manufacturing codes.</p> <p>Each user may define their own set of definitions which can tell them whether this item is to be manufactured by the company, sub-contracted out to another firm to be made, or if they should be buying it from a third party (<b>i.e. distributor</b>). If you are integrating with the <b>Invertech Manufacturing Requirements Planning (MRP)</b> system, you may define your own codes or use the standard codes as follows:</p> <p>M = Make  S = Subcontract  P = Buy this Part (Purchase)</p>

## Special Cases

These data items will have default values. Respond to these items by <clicking> on the appropriate button and an **“Option Window”** will appear for the keying of additional information.

## User Fields

This button provides access to all of the **“User Defined Fields”** that may have been created for the Inventory file. This assumes that the option in the **“Configuration”** setup has been turned on and new fields have been added to the system. Otherwise, this button will not be accessible.

If **“User Defined Fields”** have been added to the system, a new screen will appear and display the total number that has been added. If more fields have been added than what fits on a single screen, the screen will become a scrolling screen that will allow the user to move up and down and make entries into these fields accordingly. You must <click> on **“Save”** this screen to save all entries made to this screen and store your work before you will be returned to the main screen. <Click> on **“Save”** again to ensure these entries are completely saved. User Defined information entered into these fields is accessible by the **Infinity POWER Report Writer** and **POWERServer** module for web applications.

Item #	Field Name	Description	Type	Length
1	UQUALITY	Quality Rating of Product	CCHR	20

Excellent

Save Cancel

### Re-Order

The Vendor Information required by this screen includes the Vendor # or your primary source for acquiring this inventory item. If your system is integrated with **Accounts Payable**, the vendor numbers should match in both programs. This field is ten (10) characters (*alpha/numeric*) in length. This field must be completed in order to transfer a sales order into a purchase order.

Primary Vendor:

Vendor: [dropdown]

Item Number: [text input]

Other Vendor:

Vendor: [dropdown]

Item Number: [text input]

Re-Order Quantities:

Minimum To Stock: [0.00] Proj. Requirements: [0.00]

Maximum To Stock: [0.00] Lead Time: [0.00]

Minimum To Order: [0.00]

Save Cancel

<b>Vendor Item #</b>	<p>The <b>Vendor Item #</b> is a twenty (20) character (<i>alpha/numeric</i>) field identifying the number assigned to that particular item by its vendor. This number will be used by the Purchase Order Entry module, if interactive, and if a form that utilizes the vendor's item number has been selected. This would allow you to issue purchase orders to vendors with their items numbers printed on them for their ease of recognition and uniformity. The numbers maintained in your inventory module do <b>not</b> have to conform to those of your vendors.</p> <p>The <b>Other Vendor</b> and <b>Vendor Item Number</b> fields are used for alternative sources for this item.</p>
<b>Minimum/Maximum Quantities to Stock</b>	<p>The <b>Minimum/Maximum Quantities to Stock</b> are limits you determine are best for your particular inventory "<i>turnover</i>." The minimum may be set up to reflect the quantity established to get the price break you have based all of your pricing factors on. The maximum is designed to keep excess inventory amounts to a minimum. These two fields are essential to printing the <b>Suggested Order Report</b> and <b>Overstock Report</b>, respectively.</p>
<b>Projected Requirements</b>	<p>The <b>Projected Requirements</b> is a special analytical quantity used for the material requirement reporting based on manufacturing. Normally this field will be updated automatically by the option to "<i>Enter Projected Usage Amounts</i>." Fields are ten (10) characters (<i>numeric only</i>) in length. The system will round to the nearest number if you enter a number larger than seven digits. This is typically used for Finished Goods and not sub-assemblies or Bill of Material items.</p>
<b>Lead Time</b>	<p><b>Lead Time</b> is a numeric field with two additional decimal places for use with third party Manufacturing Requirements Planning (<b>MRP</b>) products such as the <b>Invertech MRP</b> software. Users may define lead times in terms of hours, days, weeks months or years depending on what makes sense for each item. This is a field that is not currently used within <b>Infinity POWER</b> for reporting calculations.</p>
<b>Price Table</b>	<p>If you set up the default factor information for your entire inventory system, (<i>using the "Inventory Configuration, Price Levels" option</i>), the information to be entered on this screen would only be the Retail Price or Price Level #1; or the Base Price or Price Level #6. You would then &lt;click&gt; on the "<b>Reset Prices</b>" button. The system will automatically calculate all the prices for that item based on the factors set up.</p>

Price Table Information - 10 601 78511

Tools Launch

Description	Price	Factor
1) Retail	\$5.40	1.0000
2) Level 2	\$5.13	0.9500
3) Level 3	\$4.86	0.9000
4) Level 4	\$4.32	0.8000
5) Level 5	\$4.05	0.7500
6) Level 6	\$3.78	0.7000
7) Level 7	\$3.65	1.0000
8) Level 8	\$3.60	1.0000
9) U Name It	\$3.52	1.8000
10) Bro In Law	8.64	1.6000

Reset Factors

Reset Prices

Save Cancel

If you want to override the default factors set up in the Master Configuration, you may do it here on an item by item basis. You may also use this option to do **“What If”** calculations of prices by changing the factors around and then <clicking> on the **“Reset Prices”** button to recalculate the prices. <clicking> on the **“Reset Factors”** button will restore the Master default factors when you are done.

If you are utilizing the Unit of Measure Conversion procedures, the selling price will be based on the Price Level defined for each unit of measure in the Unit of Measure Conversion table.

## Costs

This screen is used to display the average cost of this item and the current total value of the item in stock. This is based on the total quantity on hand times the price paid for those quantities regardless of the costing method in effect for this item. An average cost is then calculated based on total value divided by the number of quantities in stock. The following screen shows how this would appear.

Cost Information - 10 601 85461

Total Cost:	\$5,208.06
Average Unit Cost:	\$2.83
Last Received Date:	04/30/2003
Last Received Quantity:	300.00
Last Received Unit Cost:	\$2.91

Close

Additionally, the lower portion of the screen displays the “**Last Received Date**,” “**Last Received Quantity**,” and the “**Last Received Unit Cost**.” This provides the user an instant lookup ability to see the last time this item was purchased, how much was purchased and what was paid for the item. This avoids having to run reports to determine whether certain items should be kept, discontinued or re-ordered. All three of these fields are automatically updated each time a “**receipt**” transaction is posted in the system for this item.

Remember this item is an **Advanced Security** object and can be defined for users to see or not on a user by user basis or by groups. This allows management the flexibility to control who has access to viewing cost and who doesn't.

## Historical

This screen is used to enter any historical information pertaining to the movement and profit of that item. The three areas of input are:

- 1) **Purchases**
- 2) **Sales** (*as expressed in dollars and quantities*)
- 3) **Cost of Sales.**

<b>Purchases</b>	For each period ( <i>month</i> ) of the accounting cycle, you would enter the total dollar amount spent on purchasing that item and then the quantity of items that amount represents.
<b>Sales</b>	For each period ( <i>month</i> ) of the accounting cycle, you would enter the total dollar amount of Sales for that item and then the quantity of items that amount represents.
<b>Cost of Sales</b>	For each period ( <i>month</i> ) of the accounting cycle, you would enter the total dollar amount of Cost of Goods Sold for that item to allow the system to determine the gross profit per item for that period.  <b>NOTE:</b> Historical information is only input during the initial setup process. The system will automatically update this information as transactions are posted to the system.

Historical Information - 10 601 78511

Tools Launch Edit Navigation

YTD Purchases: \$520.50  
YTD Purchases Quantity: 150.00

YTD Sales: \$11.18  
YTD Cost of Sales: \$6.94  
YTD Sales Quantity: 2.00

Detail

Item #	Period	Purchase Amount Cost of Sales Amount	Purchase Qty	Sales Amount	Sales Qty
3	03/2003	0.00 \$0.00	0.00	\$0.00	0.00
4	04/2003	\$520.50 \$6.94	150.00	\$11.18	2.00
5	05/2003	\$0.00 \$0.00	0.00	\$0.00	0.00

Save Cancel

### U/M Conv

This data item will facilitate the need to receive and sell this inventory item at different units of measure. You must have a unit of measure defined in the “U/M” field on the primary screen, Unit of Measure, before the system will allow access to this option. The “*stocking unit of measure*” will be the smallest level of stocking (*usually each*). This should be the unit of measure that was defined in the “U/M” field.

Unit of Measure Conversion - 10 601 78511

Tools Launch Edit Navigation

Detail

Item #	U/M	Mult. Factor	Price Level	Price Plan
1	Flat	12.0000	7) Level 7	DISTRIE
2	Skid	48.0000	8) Level 8	

Save Cancel

You can define up to ten **(10)** different unit of measure conversions in this option for this inventory item. The four areas of data input are:

<b>U/M</b>	Each of the unit of measure conversions will define a four <b>(4)</b> character ( <i>alpha/numeric</i> ) unit of measure identifier ( <i>e.g., ea., lb., doz., gal., etc.</i> ). These units of measure will “ <i>pop up</i> ” on data entry screens when the system recognizes that the inventory item selected has a unit of measure conversion table defined.
<b>Mult. Factor</b>	<p>The multiplying factor is the number used to calculate the quantities being received or sold when a unit of measure conversion table is defined.</p> <p>For example, you may stock your inventory at the lowest <b>level</b> (<i>each</i>), but by defining a unit of measure conversion table, you can define the conversion for a “<b>case</b>.” A case may be comprised of twelve <b>(12)</b> items. The multiplying factor for the “<b>case</b>” should be twelve <b>(12)</b>.</p> <p>When you receive items into inventory, you can enter one <b>(1)</b> case. When the inventory files are updated, they will show twelve <b>(12)</b> each. The multiplying factor allows the system to calculate the quantities received and sold at the lowest stocking level.</p>
<b>Price Level</b>	This data item will allow you to define the Price Level for each individual Unit of Measure Conversion. These are the price levels defined in Data Item #23.
<b>Price Plan</b>	Pricing Levels can also be defined by implementing special “ <b>Price Plans</b> .” You may set up a Price Plan to correspond with an individual unit of measure, such as “ <b>dozens</b> .” Include in that price plan, all inventory items that would have a unit of measure of “ <b>dozens</b> .” The pricing established in that Price Plan should be pricing based on “ <b>dozens</b> .” All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are “ <i>special price plans</i> ” and should not be assigned to any customer.



## Manufact

This screen is used to enter any historical information pertaining to the manufacture and usage of that item.

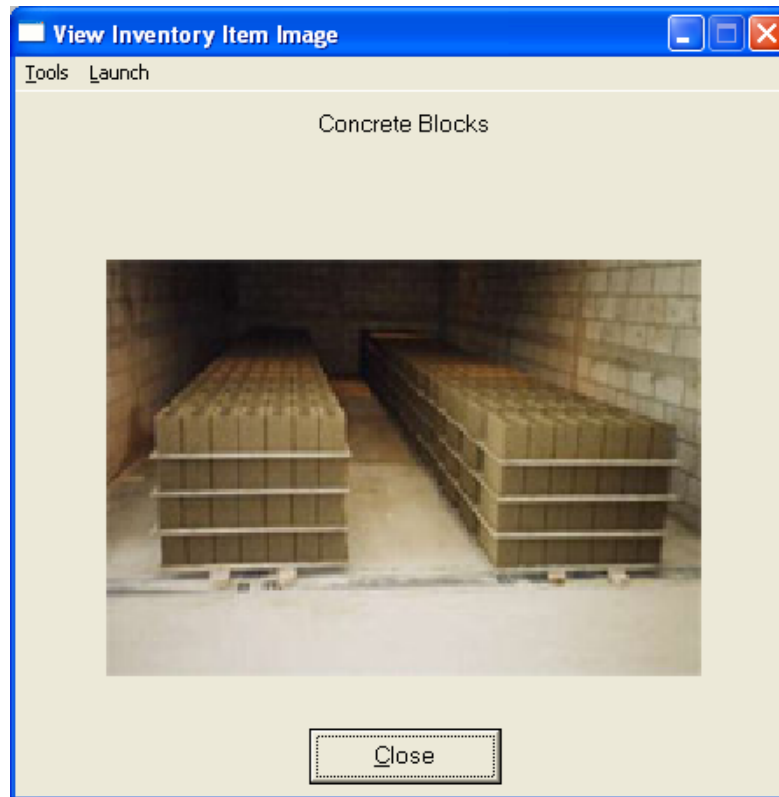
Item #	Period	Usage Quantity	Quantity Produced
1	01/2003	0.00	2.00
2	02/2003	0.00	1.00
3	03/2003	0.00	1.00
4	04/2003	0.00	0.00
5	05/2003	0.00	0.00

The two areas of input are:

Usage Quantity	For each period ( <i>month</i> ) of the accounting cycle, you would enter the total quantity of this item used in production ( <i>producing other items</i> ).
Quantity Produced	For each period ( <i>month</i> ) of the accounting cycle, you would enter the total quantity of this item, which was produced ( <i>manufactured</i> ). These fields will be automatically updated every time you record manufacturing.

## View Image

This screen is used to show the image of the Inventory Item based on the name of the image file you defined under the “Internet” button. Once you select the “Internet” button, there are four choices and it is the “image file” that is required to be defined so that the picture or graphic can be displayed when this option is selected. This file must be stored as a “JPG” or “BMP” image file. Keep in mind, when using the “View Image” feature the best results for image display would be 186 X 265 pixels. A sample is shown below of what is possible. These images may also be used interactively with the **Infinity COMMERCE** tools that are included as a standard feature of the **System Administrator** module which drive all of the Data Pro e-commerce solutions.



## Bill of Mat

This screen is used to enter all inventory items, which go into the manufacture of the current assembly. This bill of materials may consist of up to one thousand (**1000**) total raw materials, sub-assemblies, and by-products.

The screenshot shows a window titled "Bill of Materials - 00 100 8x10 BLT". It has a menu bar with "Tools", "Launch", "Edit", and "Navigation". Below the menu bar is a toolbar with various icons. The main area is labeled "Detail" and contains a table with the following columns: Item #, Component Item, Item Description, Quantity, Unit Cost, and Total Cost.

Item #	Component Item	Item Description	Quantity	Unit Cost	Total Cost
1	30 501 1670	8' - 2" X 4" Boards	44.00	\$3.38	\$148.72
2	30 501 1677	10' - 2" X 4" Boards	4.00	\$3.75	\$15.00
3	30 502 2511	4' X 8' - Sheet Plywood	14.00	\$8.59	\$120.26

At the bottom of the window are "Save" and "Cancel" buttons.

The following fields may be input for each of the components:

<b>Component Item Number</b>	Each component on the bill of materials must be an existing inventory item. When you enter the number, the description will be displayed immediately below the item number. If you are not certain of the item number, you may press <b>TAB</b> to scroll through the inventory file to make your selection.
<b>Quantity</b>	This field indicates the quantity of this component, which goes into the manufacture of this assembly. Every time you record production, this quantity will be withdrawn from the component's on-hand quantity. Entering a negative quantity may specify by-products. Every time you record production, this quantity will be added to the component's on-hand quantity.
<b>Unit Cost</b>	This field contains the unit cost of this component at the last time production was recorded. This field will be automatically updated with the new unit cost every time you record manufacturing ( <i>except for by-products</i> ). The default cost is the current average unit cost of the component. When a by-product is produced or when you record disassembly, this amount is the unit cost used to update the component's cost information.
<b>Total Cost</b>	This field is a display only field, which shows the extended cost of the quantity times the unit cost.

## Internet

These fields allow you to specify the filenames, which contain the marketing text, graphic images, audio clips and video clips for use when presenting your Inventory Items internally or on an Internet Web Site.

Internet Information - 00 100 8x10 BLT

Tools Launch

Text Filename: .\specdata\00100.txt

Image Filename: .\specdata\00100.jpg Browse...

Audio Filename: .\specdata\00100.mpg

Video Filename: .\specdata\00100.img

Save Cancel

<b>Marketing Text Filename</b>	This field is used for a marketing text filename up to twenty <b>(20)</b> characters ( <i>alpha/numeric</i> ) to define a text or html type file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the <b>UNIX</b> operating system, filenames are case sensitive.
<b>Item Image Filename</b>	This field is used for an image filename up to twenty <b>(20)</b> characters ( <i>alpha/numeric</i> ) to define image file to be used in conjunction with display mechanisms on your local pc or an Internet Web site. Keep in mind, when in the <b>UNIX</b> operating system, filenames are case sensitive. To utilize the <b>“View Image”</b> feature on the Inventory Item, the image file must be in a <b>JPG</b> or <b>BMP</b> format. The entire path name to where the image resides must be included in this field. The default directory would be the <b>Infinity POWER</b> program directory unless otherwise defined. You may use the <b>“Browse”</b> button to look for and select the image file. Keep in mind, when using the <b>“View Image”</b> feature the best results for image display would be <b>186 X 265</b> pixels.
<b>Audio Filename</b>	This field is used for an audio filename up to twenty <b>(20)</b> characters ( <i>alpha/numeric</i> ) to define any type of audio file to be used in conjunction with audio mechanisms on an Internet Web site. Keep in mind, when in the <b>UNIX</b> operating system, filenames are case sensitive.
<b>Video Filename</b>	This field is used for a video filename up to twenty <b>(20)</b> characters ( <i>alpha/numeric</i> ) to define any type of video file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the <b>UNIX</b> operating system, filenames are case sensitive.

## Cost Layers

This button is designed to display the various cost layers accumulated for the quantities currently on hand. As the following screen illustrates, the screen will show Item # for each unique cost layer based on a different price layer that the item was purchased. The system will show the Cost Date, Description, Quantity of the item at that layer, which vendor it was purchased from, the Vendor's Invoice #, the unit cost and the total cost. The screen will become a scrolling screen depending on how many layers of prices there are. This is an inquiry screen only and no changes will be allowed.

Item #	Cost Date:	Quantity	Unit Cost	Total Cost
	Description	Vendor #		Vendor Inv. #
1	12/05/2003	9.00	\$3.38	\$30.42
2	04/07/2003	100.00	\$3.42	\$342.00
3	04/30/2003	20.00	\$3.47	\$69.40
4	04/30/2003	148.00	\$3.47	\$513.56

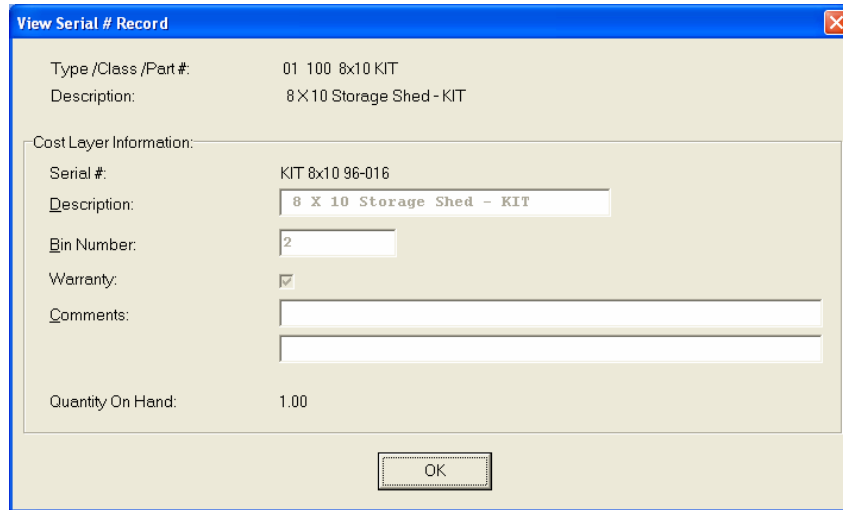
## Serial/Lot

When you <click> on the **“Serial/Lot”** button, the system is going to look at the costing method that is being used for the specific item that is currently selected first. Only if the item is coded as either using Serialized or Lot Number tracking will this button be active. If the item is one of these two choices, a new screen will be displayed showing a listing of the various Serial Numbers or Lot Numbers that are currently in stock. Two columns will be displayed.

**“Status”** will indicate to the user if the specific Serial Number or Lot # is **“RES”** or reserved by an order in the Sales Order Entry module. This means there are commitments for the item but it has not been removed (*shipped*) from the inventory yet.

You may scroll up or down to review the listing of available numbers available in the system based on the current quantity in stock. <Click> on the item you want and then <click> **“OK.”** Or, you may <click> **“Cancel”** to return to the main item number screen.

If you <click> **“OK”** the following screen will appear displaying information on the specific Serial Number or Lot Number.



**View Serial # Record**

Type/Class/Part #: 01 100 8x10 KIT  
 Description: 8 X 10 Storage Shed - KIT

Cost Layer Information:

Serial #: KIT 8x10 96-016  
 Description: 8 X 10 Storage Shed - KIT  
 Bin Number: 2  
 Warranty: ☒  
 Comments:  
 Quantity On Hand: 1.00

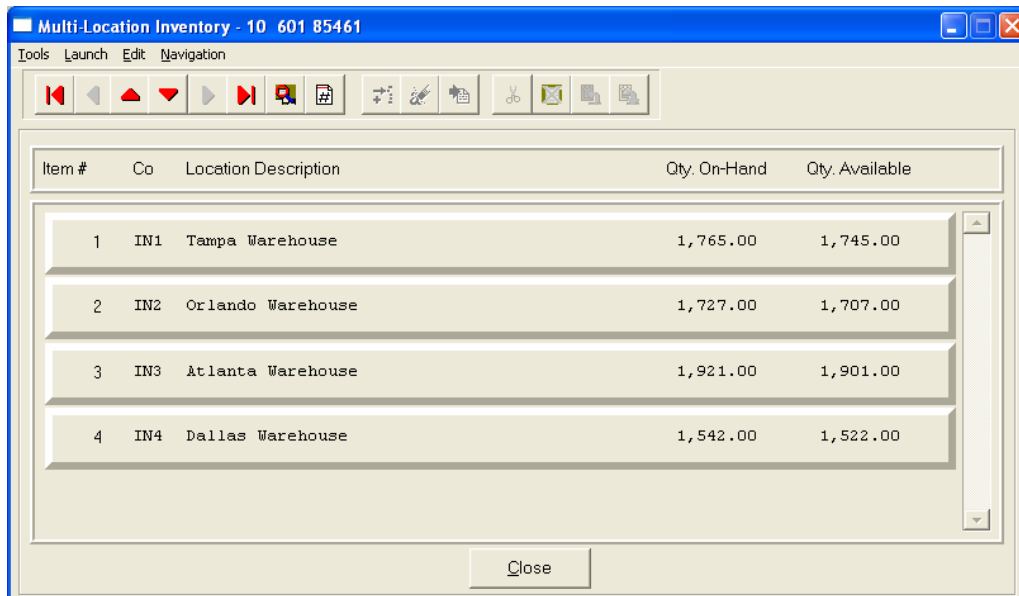
OK

This would include various information entered at the time of its receipt such as which bin it is located in, any warranty information, or comments. For Serialized Items, obviously, the quantity on hand would be one. For Lot #'s, the quantity can be variable. <Click> **“OK”** to exit this option to select another number or return to the main item screen.

## Location

When you <click> on the **“Location”** button, the system is going to look at all of the various inventory files that have been defined in the menu option **“Set Up Inventory Locations”** to determine the current quantities **“on-hand”** and **“available”** for the current item at each location on the screen. You must have pre-defined these locations in advance for this option to function. The description of each location and its company number is also displayed.

Further, you must use the same item number across all locations for correct matching to occur in the system. If you this done, users have an instant lookup at what inventory levels are available at all locations throughout the related store locations or warehouses in the company's system. The following screen illustrates how stock can be instantly checked at four locations with one <click> of the mouse.



**Multi-Location Inventory - 10 601 85461**

Tools Launch Edit Navigation

Item #	Co	Location Description	Qty. On-Hand	Qty. Available
1	IN1	Tampa Warehouse	1,765.00	1,745.00
2	IN2	Orlando Warehouse	1,727.00	1,707.00
3	IN3	Atlanta Warehouse	1,921.00	1,901.00
4	IN4	Dallas Warehouse	1,542.00	1,522.00

Close

Once you have entered all the information for each item, <click> on **“Save”** and you are ready to input the next item. <Click> on **“Cancel”** to exit the screen without saving any changes.

**Results:**

**coIM1dy.dbf - Inventory Item File**

- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

**coIM3.dbf - Assembly File**

- Bill of Materials is Set Up

## Change Mode (IM0402)

This option allows you to change all information for any inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the **“Change Inventory Items”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Keep in mind that changes made through this option to any of the cost layers in terms of quantities or dollar amounts do not print an audit trail or update any transaction registers. This is **not** how you would enter new quantities into the system. A password is highly recommended for this option.

**Results:**

**coIM1dy.dbf - Inventory Item File**

- Item Information is updated
- Cost Information is updated
- Historical Information is updated

**coIM3.dbf - Assembly File**

- Bill of Materials is Updated

## Delete Mode (IM0403)

This option allows you to delete inventory items. **NOTE: You cannot delete an item which has a quantity on hand.** If you delete an item that has **YTD** sales or purchases information, it will distort some of your reports. This option allows you to delete items you may have entered by mistake, or no longer want. Select the menu option **“Delete Inventory Items”** and enter the item number you wish to delete.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

**Results:**

**coIM1dy.dbf - Inventory Item File**

- Item Information is marked for Deletion

**coIM3.dbf - Assembly File**

- Bill of Materials is marked for Deletion

## Copy Mode (IM0404)

This option allows you to set up new inventory items by copying existing ones. This option is very helpful in setting up multiple locations or in renumbering your inventory items.

Using this option, the system provides a quick method of setting up items that are very similar. Many items may only vary by color, size, or any other variable. The rest of the information relevant to these items may be exactly the same.

You are able to quickly create and enter new items into the file. This option will also save a considerable amount of re-keying of the same information when setting up the same items for multiple locations or when assigning new numbers to old inventory items.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for item number, will be copied to a new record. Enter the new item number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

**Results:**

**coIM1dy.dbf - Inventory Item File**

- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

**coIM3.dbf - Assembly File**

- Bill of Materials is Set Up

## SET UP PROJECTS

This section will cover the options available for setting up projects. These functions may be performed at any time during the processing cycle. You may add **“notes”** to any project that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new project, changing an existing project or copying a project.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current data and time.



**Maintain Notes**

Navigation Operation

Mode: **Add**

Account: 96-0153 UserID: SCOTT

Description: Univ. of Tampa's New Gym

Date/Time: 05/18/2003 P 6:12

Title: Inspectors Due tomorrow

Note: Get all of the roofing crew to finish up since all of the inspectors are due to review and finalize our work on this phase of the project. Bill has OK'd and said to move on the next project phase.

User Fields...

Save

Cancel

Close

You will be prompted for a description of fifty (**50**) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (**10**) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.

**Maintain User Fields - Project**

Tools Launch Edit Navigation

Detail

Item #	Field Name	Description	Type	Length
1	UMGRCCELL#	Project Manager Cell Phone #	CCHR	15

813-642-9434

Save

Cancel

You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

## Inquiry Mode (JC0400)

The “**Inquiry**” mode allows you to view summary information about your projects. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the “**Navigation**” option on the Menu Bar and then the appropriate navigation option.

Once the project has appeared on the screen, you may <click> on the following keys to view important information.

The screenshot shows the 'Maintain Projects' window with the 'Inquiry' mode selected. The window contains several input fields and buttons. The 'Job Number' is 96-0153, 'Description' is 'Univ. of Tampa's New Gym', 'Address' is 'University of Tampa, 1500 University Way', 'City' is 'Tampa', 'State' is 'FL', 'Zip' is '33610', 'Project Type' is 'Compl. Contract', 'Cost Plus %' is '0.000 %', 'Price Level' is '1) Retail', 'Comments' are 'Add New Gym with recreation center & pool. Bill Monthly.', 'Sq. Feet' is '17,000.00', 'Customer Number' is 'UNIV1' (University of Tampa), 'Manager' is 'BM' (Bill Maguire), 'Salesman' is 'BM' (Bill Maguire), 'Tax Rate' is '99' (Exempt), and 'Date Range' is from '11/13/2003' to '05/20/2004'. At the bottom, there are buttons for 'Billing...', 'Retainage...', 'Details...', 'User Fields...', 'Save', 'Cancel', and 'Close'.

<Click> on the “**Billing**” button to review the billing information. <Click> on the “**Retainage**” button to review all retainage information. <Click> on the “**Details**” button to review the project detail information.

When accessing the “**Details**” features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number.

When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on “**OK.**” This will take you to the desired detail line if it exists. <Click> on “**Close**” to exit and return to the main screen.

## Add Mode (JC0401)

This option allows you to set up new Job/Projects. You may input all job/project specific information with this option except for project cost and billing detail. This is the first step to record all pertinent information regarding a project. This includes a description of the job/project, beginning and ending dates, the address of the job/project, the manager of the project, the salesman of the project and other key costing and billing information.

If this is a new job/project with no outstanding information, once this job/project set up is complete, you may proceed to enter all charges to the job/project through the “**Enter Transactions**” menu option. However, if you are setting up a job/project that already has outstanding detail accumulated toward the project, then after the set up of the project has been completed, you should proceed to the menu option “**Initial Project Detail**” to record the existing balances by cost or billing code.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items necessary for each project.

<b>Job Number</b>	This is the ten (10) character ( <i>alpha/numeric</i> ) project number to identify this Job/Project.
<b>Description</b>	This is the thirty (30) character ( <i>alpha/numeric</i> ) description of the job/project. This will be displayed on all reports and screens regarding this job/project.
<b>Special</b>	<p>This is a user definable field that you may perform special searching and sorting functions with throughout the system. You may have configured this field in the Master Configuration setup to represent any number of items.</p> <p>If, however, you have configured this field for something like <b>“Scheduled Date of Completion,”</b> keep in mind that the system will always search and sort with numbers first and then alpha characters. If you are using a date and want the report to print in year, then month, then day of month order, then you must enter the date in this format. This is required because this field may also be used as a descriptive field and is not formatted to sort only as a date field.</p>
<b>Address</b>	<p>This is the physical address of the project you are setting up. If you have elected to use <b>“International Addresses”</b> (<i>a set up feature in Global Functions</i>) the system will include <b>“Country,”</b> as a data field in the address information for this company. The address information will consist of two lines of thirty (30) characters for the address, thirty (30) characters for the city, fifteen (15) characters for the state, fifteen (15) characters for the country and (10) ten characters for the zip code. Ex:</p> <p><b>Customer Name:</b> ABC Company, Inc. <b>Address:</b> 123 Main Street Suite 1030 <b>City:</b> Vancouver <b>State:</b> Brit. Columbia <b>Cntry:</b> Canada <b>Zip:</b> V6E4A2</p>

<b>Project Type</b>	<p>This is the classification of the billing method being used for this project. You may &lt;click&gt; the <b>Down Arrow (F2 by default)</b>, to view the available choices. The choices available include:</p> <p>Direct Billing Cost Plus Percent Complete Completed Contract Bank Draw</p>
<b>Direct Billing</b>	<p>This project type assumes that you are going to invoice a customer based on the direct amount of cost incurred on a specific project. This project type allows you to simply record costs as they occur and then bill directly for the charges at the billing rate that you establish for each billing code within this project.</p>
<b>Cost Plus</b>	<p>This project type is designed to keep track of your actual costs on a project and then mark up the cost based on the percentage that you specify for the project. This would be typical if you are handling a project on a <b>Cost plus 10%</b> basis. Regardless of what the costs are, you will be paid for the costs of the project plus <b>10%</b> for your efforts. The system will print the detail for you to submit with the percentages calculated for you automatically.</p>
<b>Percent Complete</b>	<p>This project type tracks the percentage a project is complete so that you may receive payment on that project's completion schedule. These amounts will automatically be calculated for you and figured into your suggested billing amounts based on budgets you have setup for each code. You also have the flexibility to manually override the percent complete on a project to reflect its actual state even though all costs currently posted to the project may reflect a different percentage of completion.</p> <p>This type of project requires budgets in order to <b><i>“Calculate Suggested Billing.”</i></b></p>
<b>Complete Contract</b>	<p>This project type works in the exact same manner as the Percent Complete project type except that all revenues and cost of goods sold are capitalized until the completion of the contract. Upon the final billing, all capitalized costs and progress billings will be recognized as revenue and cost of sales for financial reporting. All other Job Cost reports print the same as if you were using the Percent Complete project type. The only difference is in the way the General Ledger update is handled.</p>
<b>Bank Draw</b>	<p>This project type is used for securing funds from banks based on the level of completion and on costs of the project. This method allows you to print an <b><i>“Application For Draw”</i></b> report for your bank during the construction process. At the completion of the project, when the final sale occurs, revenue and cost of sales will be recognized based on the actual sales price and costs incurred.</p> <p>This type of project requires budgets in order to <b><i>“Calculate Suggested Billing.”</i></b></p> <p>Once you have specified the type of project this is, you may specify if this project is currently completed by &lt;clicking&gt; <b>“on”</b> the <b>Complete</b> checkbox. Once a project is complete, you may not perform billing or any other transaction on it.</p>
<b>Cost Plus Percent</b>	<p>This is the percentage to use if you have selected the <b><i>“Cost Plus”</i></b> option as the project type. This specifies the mark up to use in the automatic calculation of percentages above your recorded cost for this project.</p>

<b>Price Level</b>	This specifies the price level to use if you are interactive with the Manufacturing Inventory Management module. Each item in inventory may have up to ten <b>(10)</b> different price levels established and by specifying a level here the system will automatically default to that level of pricing for all inventory items charged to this particular project.
<b>Comments</b>	These are two lines of fifty <b>(50)</b> characters each for any comments that you would like to assign this project. These comments will only be displayed on the Detailed Project Listing and on one of the Project Inquiry screens.
<b>Square Ft.</b>	This is the total overall units for this project. The description of this data item will be the <b>“Overall Proj. UM”</b> set up in the Master Configuration. This quantity, or units, figure may be included on the Cost Classification Summary as the divisor for each cost figure. This can provide you with, for example, a summary of Project-To-Date cost per Square Feet.
<b>Customer #</b>	<p>This is the customer number used by the Accounts Receivable module. If you are interactive with this module, enter the customer number or &lt;click&gt; the <b>Down Arrow (F2 by default)</b> to call up the list of available customers. Select the appropriate customer to continue. Keep in mind though, that if you want the system to provide automatic billing information, the customer must be set up in Accounts Receivable as well as in this data item field with matching numbers.</p> <p>If the customer has not been set up in the Accounts Receivable module, you may add the customer to the file at this point. You may right mouse &lt;click&gt; and select <b>“Set Up Customers”</b> to quickly add a customer to the file. This option is only available if you are integrated with the Accounts Receivable module.</p> <p>Once you have chosen to add a new customer, a new window will overlay your screen and ask you for the customer number you wish to add. You may proceed to add all of the pertinent information to this customer's file at this point or simply enter the customer's name and number and then go to Accounts Receivable at a later time to complete the rest of the detailed set up.</p>
<b>Manager</b>	This is the project manager assigned to this project. By assigning a project manager, you will be able to print reports by project manager as well as by project.
<b>Salesman#</b>	<p>This is the salesman number used by the Accounts Receivable module. If you are interactive with this module, enter the salesman number or &lt;click&gt; the <b>Down Arrow (F2 by default)</b> to call up the list of available salesmen. Select the appropriate salesman to continue.</p> <p>Keep in mind though, that if you want the system to provide automatic billing and sales information, the salesman must be set up in Accounts Receivable as well as in the project file with matching numbers.</p>
<b>Tax Rate #</b>	This field only has relevance if you are interactive with the Accounts Receivable Module. This is the Tax Rate Number that has been set up in the tax rate file of the Accounts Receivable module that you would like to assign this project. There should be a tax rate number entered in this field, so any <b>“exempt”</b> customers must be assigned a tax rate that has been set up with zero tax percentages.
<b>Beginning Date</b>	This is the starting date of this project. This is to allow managers to track the beginning dates on a project.
<b>Ending Date</b>	This is the ending date of this project. This is to allow managers to track the ending dates on a project.

## Billing

By <clicking> on the "**Billing**" button, a new window will overlay your existing screen for you to specify the following information.

**Billing Information - 2004-1**

Tools Launch

Contract Amount: \$150,000.00

Maximum Draw Amount: \$125,000.00

Overhead Allocation Factor: 0.1000

Payroll Allocation Factor: 0.2500

Percent Complete: 20.0000 %

	Month-To-Date	Year-To-Date	Project-To-Date
Actual Billings:	\$0.00	\$0.00	\$0.00
Actual Draws:	\$0.00	\$0.00	\$0.00
Actual Costs:	\$0.00	\$0.00	\$0.00

Details... Save Cancel

<b>Contract Amount</b>	The <b>Contract Amount</b> is the set amount of the contract to be billed.
<b>Maximum Draw Amount</b>	The maximum amount of " <b>Draw</b> " ( <i>loans against construction</i> ) that may be taken during the course of this project.
<b>Overhead Allocation Factor</b>	Allows you to override the system default factor specified in the Master Configuration. Pressing <b>TAB</b> through this question will assume the default. This overhead allocation factor will be used to post overhead costs to the project based on current costs posted in the system multiplied by this factor.
<b>Payroll Allocation Factor</b>	Allows you to override the system default factor specified in the Master Configuration. Pressing <b>TAB</b> through this question will assume the default. This allocation factor will be used to post payroll overhead expenses to the project based on current payroll posted to the project multiplied by this factor. This may be used to allocate payroll tax overhead as costs to the project. This payroll allocation occurs only if you are interactive with the Payroll.
<b>Estimated Percent Complete</b>	The percentage amount of completion for the project based on the estimate entered by the project manager. This is used to calculate your projected profit and cost overruns based on the cost percent complete. This is useful in comparing the actual status of a project versus the actual costs incurred.

<b>Project-To-Date Billings</b>	Allows you to enter the total billings amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and billings are posted through the system, these figures will be automatically updated by the system.
<b>Project-To-Date Draws</b>	allows you to enter the total draw amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions and draws are posted normally through the system, these figures will automatically be updated by the system.
<b>Project-To-Date Costs</b>	allows you to enter the total cost amounts that have been incurred prior to setting this project up. Once this project has been set up and transactions are posted normally through the system, these figures will automatically be updated by the system.

Once you have completed ***"Estimated Percent Complete,"*** you may <click> on the **"Details"** button to continue to the next part of this scrolling screen. The next section allows you to enter the specific billing, draw, and cost amounts for this project for each month of the current fiscal year.

All amounts entered here will be used in calculating the Year-to-Date total for this project. Once you have entered all of the necessary information, <click> on the **"Save"** button to validate all of the billing information for this project.

## Retainage

This option allows you to specify the retainage percentages that your customer holds from your billings and what you hold from your vendors. These retainage percentages will be automatically retrieved by project in the Accounts Receivable and the Accounts Payable. By <clicking> on this button, the system will overlay a window displaying the following data items.

**Retainage Information - 2004-1**

Tools Launch

Retainage Percent: 10.000 %

Vendor Retainage Percent: 10.000 %

Current Retainage: \$1,600.00

Current Vendor Retainage: \$850.00

Save Cancel

<b>Retainage Percent</b>	This is the percentage of retainage to be used when generating all invoices in the Accounts Receivable module for this project. Each time an invoice is generated, the percentage will automatically be calculated and deducted from the invoice and posted as a retainage amount to the customer's account.
<b>Vendor Retainage Percent</b>	This is the percentage of retainage to be calculated when vouchering all invoices from vendors or sub-contractors through the Accounts Payable module. Each time an invoice is vouchered into the system, the retainage will be automatically calculated and deducted from the invoice amount and posted to the vendor's account.
<b>Current Retainage</b>	This is the total outstanding retainage that has already been calculated on this project. As new invoices are generated, this figure will go up. As customer's make payments that include retainage invoices for this project, this amount will decrease.
<b>Current Vendor Retainage</b>	This is the total outstanding retainage that has already been calculated on this project. As new invoices are vouchered into the system, this figure will go up. As you make payments to your vendors that include retainage invoices for this project, this amount will decrease.

## Details

By <clicking> on the “**Details**” button at this point would allow you to see this option but will not allow you to add any detail. This is an inquiry function. Since you are just adding the Job/Project, no details would exist at this point. Later as transactions are posted to the Job/Project or after you add the initial detail to this project, when you <click> this screen, you will see a screen similar to the following:

Review Project Detail - 96-0153

Tools Launch Edit Navigation

Item #	Cost Code	Description	Desc/Emp	Est. % Complete
4	1 C L	Concrete - Labor	Connors, Charles S.	0.000 %
5	1 C L	Concrete - Labor	Elliot, Frank	0.000 %
6	1 C L	Concrete - Labor	Wright, Ron	0.000 %
7	1 C M	Concrete - Materials		0.000 %

Cancel

This is a scrolling detail screen of all of the billing and cost items on this Job/Project. Depending on what kind of Cost Code (**Cost Only**, **Billing Only** or **Cost and Billing Code**), you may <click> the button that is active and view the summary of the line item. The following screen will appear.



**Review Project Detail - Cost Information - 96-0153**

Tools Launch

Cost Code: 1 C L  
Description: Concrete - Labor  
Desc/Emp: Conners, Charles S.  
Cost \$13.75  
U/M: Hrs

	Quantity	Amount
Current:	0.00	\$0.00
Month-To-Date:	80.00	\$1,100.00
Year-To-Date:	80.00	\$1,100.00
Project-To-Date:	80.00	\$1,100.00
Budget:	0.00	\$0.00

Close

<Click> on “Close” to exit this screen to return to the previous screen where you may select another Cost or Billing Code to view the Details.

User Fields

By <clicking> on the “*User Fields*” button at this point would allow you to view any information you may already have stored in any user defined fields you may have added to the Job/Project file. On this screen you will be able to add information to these fields as well.

**Maintain User Fields - Project**

Tools Launch Edit Navigation

Detail

Item #	Field Name	Description	Type	Length
1	UMGRCELL#	Project Manager Cell Phone #	CCHR	15
	<input type="text" value="813-642-9434"/>			

Save Cancel

If you have added any information to the User Fields in the Job/Project file <click> on the **"Save"** button to validate your entries. Otherwise, <click> **"Cancel"** to return to the main menu. On the main menu, <click> on **"Save"** and then **"Close"** to exit.

**Results:**

**coJC1dy.dbf - Project File**

- All Project Information is Set Up

## Change Mode (JC0402)

This option allows you to change information on an existing project. If you have made any mistakes during this set up process, you may return to the **"Change Mode"** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **"Modify the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Change."** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

**Results:**

**coJC1dy.dbf - Project File**

- Project Information is Updated

## Delete Mode (JC0403)

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **"Delete the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Delete."** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a project is deleted, there is no way to retrieve it again.

**Results:**

**coJC1dy.dbf - Project File**

- Project is marked for Deletion

## Copy Mode (JC0404)

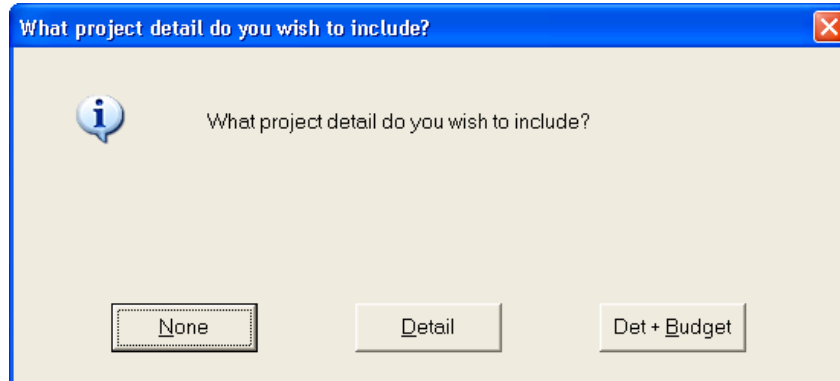
This option allows you to create a new project by copying the information from an existing one. Using this option, the system provides a quick method of setting up projects that are very similar. Many projects may be of the same nature and the only variance may be the actual customer involved. The rest of the information relevant to these projects may be exactly the same. By using the **"Copy Mode"** option, you are able to quickly create and enter new projects into the file.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the **"Create a Record Based on the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Copy."**

You will notice all the information, except for project number, will be copied to a new record. Enter the new project number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

You may choose from three options:

- 1) **No Detail Copied**
- 2) **Detail Copied**
- 3) **Detail Copied with Budgets**



The project detail is one of the most important features to be found within the **Job Cost Main Module**. By utilizing this feature, a project may be conveniently set up and tracked with extensive levels of detailed information, if desired. This option allows you to choose whether to include any project detail at all, copy the detail description lines only, or whether to include both the detail description lines and their respective budget amounts.

Once you have made your selection and <click> on the "**Save**" button and the new project will be added to the file.

**Results:**

**coJC1dy.dbf - Project File**

- Project Information is Set Up

## MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that “**careless disregard**” of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind**  
(such as a hard disk failure)
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**
- **Careless Handling of Data Disks or Tapes**  
(such as copying files the wrong direction)

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure.

Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you “**normally**” work on your files. Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc.

Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if a problem were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input.

To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number (**Week #1**) and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally (*at least monthly*) in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing. The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers.

The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and salesman, to protect your investment. For further information on Backup Procedures and commands, refer to either your **System Administrator** manual (*under Combination Keys*), or the documentation for your operating system.

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## CHAPTER 3 ENTER TRANSACTIONS

This section discusses the several different ways transactions may be entered into the **Accounts Receivable** module. These transactions include writing invoices, credit memos, project billings, proposals, cycle invoices, importing transactions, posting payments and finance charges. There are two main sections in this chapter. These options include the menu choices dedicated to processing billings for projects and all other options that are dedicated to normal processing for accounts receivable type transactions.

This section discusses the ways that you may write invoices, credit memos, proposals, post payments, calculate finance charges, record manually written invoices, import transactions from other accounting systems, post cycle invoices, and several other options. There is also an option that allows for the reprinting of previously generated invoices. This is the non-project transaction posting section of the whole program. These options provide you with complete audit trails and perform all necessary updates to the system.

### WRITE INVOICES AND CREDIT MEMOS (AR0101)

This option allows you to write invoices, credit memos, and/or adjustments. These transactions will print according to the format that you specify in **“Master Configuration.”** This option should be used to enter transactions into the Accounts Receivable system when you need to have the information printed on a formal document for your customer. The form that will be used is the **“Invoice Form”** you have set up in the Master Configuration and will be loaded by the system when this option is selected.

There are several screens that will be used to enter the transaction. The first screen allows you to define the overhead information for the invoice. The data items on the overhead screen are described below.

<b>Customer</b>	<p>Select the customer that you would like to enter this transaction for or the <b>Down Arrow (F2 by default)</b> to search for the customer. Once you have made your selection, and if you have chosen to utilize the feature to <b>“Display Customer Comments,”</b> any comments on this customer's master file will be displayed on the screen. To continue, &lt;click&gt; on the <b>“OK”</b> button and you may continue to enter the overhead information for this transaction.</p> <p>If the customer you have selected has an AR Code defined in their customer file and you have turned on the option to <b>“Allow Override of AR Sales Codes,”</b> in the <i>Accounts Receivable Master Configuration</i>, this is the AR Code that will be used to define which Accounts Receivable account will be used to process this transaction. Otherwise, the default Accounts Receivable account defined in the <i>Accounts Receivable Master Configuration</i> will be used.</p> <p>If you want to write a <b>“One Time”</b> invoice, you should set up one or two (<i>taxable/non-taxable</i>) customers in your file to handle this. Then, when one of these type customers needs an invoice, choose one of these customer numbers. You will then be allowed to change the <b>“Ship To:”</b> and <b>“Bill To:”</b> addresses for that particular sale and complete the invoice as normal.</p>
<b>Transaction Type</b>	<p>This field defines the transaction type (<i>e.g., invoice, credit memo, debit memo, etc.</i>). You may &lt;click&gt; on the arrow to review a <b>“Pop Up”</b> window displaying the transaction types and their descriptions. Select the transaction type you wish to use.</p> <p><b>NOTE:</b> If you choose <b>Transaction Type 2, Credit Memo</b>, the system will automatically reverse the sign of the quantities (<b>or extended prices</b>) entered to indicate a credit to the customer's account. If you choose <b>Transaction Type 4, Adjustment</b>, that transaction will not affect YTD Sales.</p> <p>The transaction type description will be displayed in the box.</p>

<b>Transaction Number</b>	If the numbering sequence is set up in the Master Configuration, this item will be set to <b>“Automatic”</b> and you will not be allowed to enter this data item. The system will automatically use the sequence number and then increment the number when the transaction is validated. If the numbering sequence is turned off for this transaction, you must enter the transaction number here. The number may be up to ten characters in length.
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Once you have entered the customer number, transaction type and transaction number (*if necessary*), <click> on the **“Validate”** button to continue.

<b>Tax Rate</b>	This is the tax rate number that should be used in the calculation of sales tax for this transaction. The default will be the tax rate set up in the customer's master file. You may press the <b>F2</b> key to scroll through the tax rate file to make your selection. After the tax rate has been selected, the tax rate description will be displayed below this data item.
<b>Salesman</b>	This is the number of the salesman you would like to assign to this transaction. The default will be the salesman set up in the customer's master file. You may enter the salesman number, press <b>TAB</b> to accept the default salesman, or use the space bar to remove the default salesman and then press the <b>F2</b> key to scroll through the salesman file. Once the salesman number has been selected, the salesman name will be displayed below this data item. The salesman number entered here will be used by the system to later calculate the commissions by salesman.
<b>Price Level</b>	This is the price level in inventory that will be used when calculating the unit price of inventory items. If you are not interactive with the Manufacturing Inventory Management module, the system will not use this data item. If you are interactive with Manufacturing Inventory Management, you may select the price level <clicking> on the arrow box to review a <i>“Pop Up”</i> menu to choose the price level. The default will be the price level set up in the customer's master file. You will not be allowed to change this default price level unless you have turned <b>“on”</b> the feature <b>“Allow Price Level Changes”</b> in the Master Configuration. After selecting the price level, the price level description will be displayed below this data item.
<b>Discount %</b>	<p>This is the overall discount that will be given on this transaction. The default will be the discount set up in the customer's master file. The system will calculate this discount on the total of the extended prices entered for this transaction. This discount amount will be posted to the <b>“Sales Discount”</b> sales code set up in the Master Configuration.</p> <p>If you desire to utilize a <b>“cost plus”</b> type of pricing mechanism for your customers, you may set one of your inventory price levels up as <b>“cost”</b> and issue a <b>“negative discount”</b> at this point. By doing so, the system will take whatever the price is based on the price level specified in data item #4 and mark it up according to the amount entered. For instance, a negative discount of <b>“-20%”</b> would make the sale price of an item based at <b>\$10.00</b>, equal to <b>\$12.00</b>. If the master configuration is set to allow for line item discounting, the same negative discounts may be applied on an item by item basis as well.</p>
<b>Job Number</b>	If the integration with Job Cost is turned on, you may enter a job or project reference number.

<b>Date Ordered</b>	This is the date that the customer originally placed the order. You may press <b>TAB</b> to default to the current system date. This field will be displayed on some invoice forms.
<b>Terms Type</b>	<p>Terms Type and Number of Days are used to define the due date of the transaction. The default will be the terms set up in the customer's master file. The terms types are described below.</p> <p><b>Fixed Due Date</b> - the system will then ask for the due date to be entered. The system will not calculate any due date but use the date entered as the due date of the transaction.</p> <p><b>Net Days</b> - the system will then ask for the “<b>Number of Days.</b>” You may enter the number of days from the invoice date the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.</p> <p><b>Net Days EOM</b> - the system will then ask for the “<b>Number of Days.</b>” You must enter the number of days from the end of the month the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.</p>
<b>Terms Description</b>	This is a twenty (20) character description of the terms for this transaction. The default will be the terms description set up in the customer's master file. This terms description will be displayed on the form printed when this transaction is completed.
<b>Manufacturing Type</b>	<p>This data item controls the manufacturing functions that are performed for the inventory items on this invoice. The default value will be whatever you specified in the Master Configuration. You have three choices to select from.</p> <p><b>None</b> - No manufacturing will be performed. The system will operate exactly the way the standard Accounts Receivable module would. If you sell more of an item than you have on hand, there will be no cost recorded for the units that you were short. The “<i>Quantity to Adjust</i>” field for the item will reflect any error.</p> <p><b>Shortage</b> - The system will automatically manufacture items if you are short on those items and they have a bill of material. If you sell more of an item than you have on hand, the additional units needed will be manufactured. The manufacturing process is recorded just as it would be if you had used the option in Manufacturing Inventory to “<i>Record Manufacturing.</i>”</p> <p><b>Complete</b> - The system will automatically manufacture all items ordered. Even if you have enough of the item on hand to fill the order, the system will still manufacture the full amount of the order. Again, the manufacturing process is recorded in an identical manner to the Manufacturing Inventory Option to “<i>Record Manufacturing.</i>”</p>

If you select “*Shortage,*” keep in mind that the system is assuming that the actual physical manufacturing process has already occurred and that sufficient quantities of raw materials were available to produce the items that are being invoiced. As a result, when the system automatically produces items with either method (*type two or three*), no checking of raw materials will be performed prior to the manufacture of items.

If there are not enough raw materials to produce an item during production, only those costs that are available for raw materials that are in stock will be used in the valuation of those auto-produced items. The Quantity to Adjust fields will be modified in the raw material items that have shortages during production, but not the finished goods being manufactured.



The consequence of this happening is that the value of the manufactured items will be stated at a lower value than they should and as a result, Cost of Goods Sold on the invoice will not reflect the normal cost of the manufactured item.

Profit analysis on sales journals and commission reports will then be overstated with lower than normal costs associated against these transactions. Therefore, if you are not certain whether the system actually reflects enough raw materials to produce the items being invoiced, then you should go to the Manufacturing Inventory Management module and print the **“Projected Materials Usage”** report prior to proceeding with any invoicing to determine any shortages that may occur during the production cycle.

<b>Freight Amount</b>	This is the dollar amount of freight that you would like to charge this customer for this transaction. This amount will be added to the net amount of the invoice and also post this amount to the sales code for freight set up in the Master Configuration.
<b>Deposit Amount</b>	<p>This is the dollar amount of deposit that you have already received from this customer that is to be applied toward this transaction. This deposit amount will be shown on the invoice form and reduce the amount due. If a deposit amount is entered, the system will create two transactions in the open item file and the transaction file. The first transaction will be the total amount of the invoice, not including the deposit amount. The second transaction will be a duplicate of the first except the type will indicate <b>“Deposit”</b> and the amount will be the amount of deposit.</p> <p>This will enable you to have a better audit trail of the transaction, an accurate account of the sale and cash received. This deposit amount will be debited to the cash sales code and credited to the deposits sales code set up in the Master Configuration. The deposit transaction number will match that of the invoice generated at the same time for matching purposes at a later time.</p>
<b>AR Sales Code</b>	This data item will only be accessible on the data entry screen if the <i>Accounts Receivable Master Configuration</i> question, <b>“Allow Override of AR Sales Codes”</b> has been turned on. This option allows you to select the Accounts Receivable account that will be used to process this transaction through the use of AR Sales Codes. If this option is available, the customers default AR Sales Code will appear if one has been set up on their customer file. You may press the <b>F2</b> key to select an AR Sales Code or leave the field blank to default to the Accounts Receivable account set up in the <i>Accounts Receivable Master Configuration</i> .
<b>Open Item Description</b>	This is the twenty (20) character description that you would like to assign this transaction. This description will be displayed on all aging reports, transaction registers, and customer statements.
<b>Sales Order Number</b>	This is a reference number for your internal sales order for this transaction. This field will be displayed on some invoice forms.
<b>Customer PO#</b>	This is a twenty (20) character field for the customer's purchase order number. This field will be displayed on some invoice forms.
<b>Shipping Instructions</b>	This is a twenty (20) character field for a description of any special shipping instructions that may be necessary for this transaction. This field will be displayed on some invoice forms.

## Details

The following describes each of the data items for each line of detail.

### Sales Code

This is the sales code, which classifies the sale for this line. You may enter the sales code or press **TAB** to scroll through the sales code file.

The **“.TEXT”** sales codes work during invoicing in Accounts Receivable to allow free form text notes that will print on the invoices. This replaces the need to use **“.”** and **“..”** sales codes where the limit of characters per line is only thirty (30) characters each. This option allows ten (10) lines of free form text for each **“.TEXT”** sales code entered which is centered on the invoice form and is sixty (60) characters wide and uses an auto-wrap feature during data entry. Further, although the **“.TEXT”** sales code may be up to ten (10) lines in length, each one only uses a single line during data entry so as not to consume all of the lines of the invoices' detail section. Multiple **“.TEXT”** sales codes can be used for each invoice. This is ideal for highly descriptive invoice writing capabilities.

The **“.TEXT”** sales code can be used and created as a **“template”** for repeated use. Templates can store any information that will be repeated on a series of invoices. This option allows users to create standard groups of text statements that can be used repetitively on invoices and sales orders and selected during invoicing and Sales Order Entry without having to re-key the same information into the system time and again. This would be ideal for items such as warranty statements, support policies, return policies and much more!

There are both **“.TEXT”** and **“..TEXT”** sales codes to be added to each system similar to the use of all other sales codes in the system. A single dot sales code does not have to be attached to any inventory items whereas double dot sales code items are associated to the previous inventory item entered into the system.

If you are creating a new company from scratch, these two sales code variations will be created automatically by the software. For existing **Infinity POWER** users upgrading from a prior version, these sales codes have to be added manually to each company that you are processing in. No other data such as, General Ledger account numbers and such are required to be setup.

However, existing users will have to **“pack”** their data files first before they will have access to this option. To **“pack”** your data files, select the menu option, **“Maintain Data Files,”** and select **“\*\*ALL FILES\*\*.”**

### Inventory Item Number

If you are interactive with Manufacturing Inventory Management, you may press the **TAB** key to retrieve an item from inventory. If you press **TAB**, a window will appear asking for the **“Inventory Item Number.”**

#### NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual inventory item # and will display it in this field.

The heading for this field will be the heading set up in the Manufacturing Inventory Management Master Configuration. If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **“units of measure”** to choose from. The system will record the withdrawal of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Sales Journal reports.

However, the inventory cost layers in the Inventory module will be updated with the **“stocking unit of measure”** (**lowest common denominator**) available (**usually eaches**) by using the factor set up on the unit of measure conversion definition. For more information on the Unit of Measure Conversion procedure, refer to the **“Set Up Inventory Items”** section of the Inventory manual.

If you select an inventory item which utilizes either a **“Serial #”** or **“Lot #”** type costing method, the system will request additional information. Since you are withdrawing inventory from stock, the system will require the Serial Numbers or Lot Numbers to be withdrawn. The system is designed to sell Serial Number inventory in the quantity

of one (1). By entering a quantity of one (1) on Serial Numbered items this information will then be included as part of this record in the Accounts Receivable Detailed Transaction file.

You may enter more than a quantity of one, however, you lose the capability of including individual Serial Numbers on several reports in the Accounts Receivable module. Only the last Serial Number entered for a given inventory sale line, with a quantity greater than one, will be included on the available reporting.

All inventory records and files are updated with all pertinent information on all Serial Numbers. Therefore all detail reporting on Serial Numbers and Lot Numbers can be accessed from the Inventory module. Once the item has been selected and it is a “**Serial #**” type costing method, the system will prompt you for the Serial Number.

Please note that you can use a Bar Code Scanner at this point to capture the Serial Number off of the product, providing the manufacturer has printed one on the packaging. The Serial Number is a twenty (20) character (*alpha/numeric*) field which is used to enter the Serial Number of the inventory item you are withdrawing from stock. You may enter a valid Serial Number for this inventory item or you may press **ENTER** to view a scrolling screen of the available Serial Numbers for this item.

If you are planning to use a quantity greater than one (1) on serialized items, during the validation and update of the transaction, you will be prompted for a Serial Number for each of the quantity of items you are withdrawing once you validate the transaction. If the quantity to withdraw is ten, then you will be prompted for ten Serial Numbers.

If the item selected is a “**Lot #**” type costing method, the system will prompt you for a Lot Number. Enter a valid Lot Number or press the **ENTER** key to view a scrolling screen containing all available Lot Numbers for this item. If you are withdrawing from stock items that require separate Lot Numbers, you should enter individual detail lines for each Lot Number.

The Lot Number is a twenty (20) character (*alpha/numeric*) field used to identify a “*likeness*” of items being withdrawn from stock. This is normally a “*run*” of products or color groups associated to various types of products.

Unlike Serialized Items, Lot Number items can be stored with multiple quantities. For example, you received four (4) cases of *red paint* for resale, which was manufactured at two different plants. The manufacturer marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match. When you recorded the receipt of this stock, you entered it as two separate line items or “*cost layers*,” two (2) cases with Lot Number “123” and two (2) cases with Lot Number “789.”

Selling these types of items may be done one of two ways. The first, by entering the total quantity you are selling. The system will request a Lot Number. If there is not enough stock in the Lot Number requested, during the validation and update of the transaction, it will continue to ask for additional Lot Numbers until the quantity entered has been sufficed. The second way is to separate out the quantities by line item so that Lot Numbers can be distinguished for each line item.

Once the item number has been selected, the system will set the sales code to the one set up in the Inventory Item File for this particular item. If this item's default sales code is non-existent, then you will be allowed to select a near match. If an inventory item is selected, the system then checks the customer file to verify if a price plan has been assigned which contains this specific inventory item.

If this item has been defined in a price plan that has been assigned to this customer, it then confirms any minimum or maximum quantity criteria and retrieves the calculated price for the unit price field automatically. Once the item number has been selected, the system will set the sales code to the one set up in the Inventory Item File for this particular item. If this item's default sales code is non-existent, then you will be allowed to select a near match.

#### **NOTE**

The Master Configuration option allows you to change this field to default to the Inventory Item instead of the sales code. This may be preferable if the majority of sales are inventory or if you will be using a bar code reader to enter the item numbers.

If the sales code selected has a period “.” as the first character of the sales code, the system will recognize this as a description line only. In this case, you will be allowed to enter only the description line and then move to the next line of data. This gives you the flexibility to create as descriptive an invoice as you desire.

You may also mix various lines of descriptions. In other words, lines of descriptions do not have to all be in one single order. Therefore, you may enter an inventory item, and then enter a line of description only. Then you may add another item and six lines of description and so on.

If you are not integrated with the Manufacturing Inventory Management module, and you have selected a sales code to describe this line item you are selling, certain defaults may appear according to how this sales code was set up. The defaults that are available during set up of a sales code are unit of measure, unit cost, unit sales price and JC Cost Code. You may choose to accept these defaults or you may override these fields.

The **Advanced Security Administrator** module also provides an advanced **“Security Object”** for use with this option which provides management with the ability to control whether users will be allowed to sell items that are in stock or not. This is a decision that must be made on a **“company by company”** basis. It is not uncommon in many industries where there is only a quantity of one of an item that overselling the item would be a major problem (**i.e. jewelry**).

The Accounts Receivable module also provides an advanced option which allows for the ability to **“Record Cost of Sale Adjustments”** for those transactions where the actual quantities were not in stock at the time of the sale. However, the quantities were later received and these adjustments could be made which allows the system to update the Sales Journal for the appropriate amount of Cost of Sales to the specific and affected invoiced customer transactions.

In some companies, their receiving docks cannot always keep up with the receipt of their inventory. Therefore, they have the products and customers ready to take delivery of those products and they do not want to slow down the billing of those products. Therefore, even if this option warns them that the quantity on hand is less than what is being invoiced, the user may be allowed to proceed because management knows they will adjust the system at some point in time in the future when receiving catches up.

In light of these scenarios, the **Advanced Security Administrator** provides management with the advanced tools to configure the system to run based on their specific needs. The system can be set to never allow an item to be sold if the quantity on hand is less than what is being invoiced. Or, it can be set to allow it to be invoiced but only if a Manager’s Authorization password is entered into the system providing the authorization necessary to proceed. Or, the system may be configured to allow the users to proceed in all cases.

Again, this is an **Advanced Security Administrator** module security object called **“IM ONHAND”** which requires that the **Advanced Security Administrator** module be fully deployed to take advantage of this feature. It must be setup in advance to provide the proper level security depending on what this company’s management desires.

<b>Description</b>	This is a thirty (30) character ( <i>alpha/numeric</i> ) field for the description of either the Sales Code or the Inventory Item you have selected for this line item. If you press <b>TAB</b> , the description will default to the description of the Sales Code. If you are interactive with Manufacturing Inventory Management and you have selected an inventory item for this line, this description will be the description of the inventory item and you will not be allowed to change this field, unless you have turned on the Accounts Receivable Master Configuration option <b>“Allow IM Description Edits.”</b> This Master Configuration option also controls whether you may override the default descriptions for Sales Codes.
<b>Tax</b>	This check box indicates whether or not this item is taxable. The default value will be the value set up for the sales code of this line. You will not be allowed to change this data item unless you have turned on the option to <b>“Override Tax by Line”</b> in the Master Configuration. If the check box has been checked, then the line item is taxable.
<b>Quantity</b>	This is the quantity of the item you are billing. This field may be left at zero, in which case you will have to enter the extended price manually. The format of this field will be the number of decimal places that you have specified for unit price in the Master Configuration. If the current transaction is a credit memo, this quantity will be assumed to be a negative number. If you are interactive with Manufacturing Inventory Management, this is the quantity that will be removed from the Quantity On-Hand for the inventory item. If you are utilizing the <b>“Unit of Measure Conversion”</b> feature, you will want to enter the quantity based on the unit of measure you have selected to use on this line item.

	<p>Do <b>NOT</b> enter the quantity as the “<i>stocking unit of measure</i>” if you have chosen an alternative unit of measure. If you have set the “<b>Verify Quantity Available</b>” field in the master configuration to be turned on, the system will check the inventory file to see if there is enough quantity on hand or available to remove the quantity entered. If you have set the “<b>Verify Quantity Available</b>” field to be turned on, and the “<b>Exclude On Order on Quantity Check</b>” field in the Master Configuration to be turned on, the system will exclude any On Order quantities from the Quantity Check.</p> <p>If there is insufficient quantity on hand or available, a “<b>Pop Up</b>” windows will be displayed from which you may elect to re-enter the quantity, choose from alternative part numbers that have been set up for this item, or you may continue with the billing. The number of choices in this window will depend based on the number of alternative part numbers you have set up for each inventory item. If you elect to bill more than the quantity on hand, the quantity above the on hand quantity will be placed in the “<b>Quantity to Adjust</b>” field for the inventory item. You would then need to use the option to “<b>Record Cost of Sale Adjustments</b>” after the items you oversold have been received. Otherwise, none of your sales journals, commission reports, and inventory profit margin reports will be accurate.</p> <p>It is very important to understand this concept prior to just proceeding and selling items that are not in stock. All of these calculations are based on a “<b>known</b>” cost amount. When items are oversold, only the cost of those quantities in stock are “<b>known</b>.” All others are recorded at zero cost. Therefore, profitability is grossly overstated until the Cost of Sale adjustment is made. If you are paying commissions based on the profitability of the sale, you may be paying far more than what you should.</p>
<b>U/M</b>	<p>This is a four (4) character field for the unit of measure for this item. If you are interactive with Manufacturing Inventory Management, this will default to the unit of measure set up for the inventory item selected. If you are interactive with Manufacturing Inventory Management and you are not using the “<b>Unit of Measure Conversion</b>” feature, this will default to the unit of measure set up for the inventory item. Otherwise, the unit of measure field will contain the unit of measure selected for the specific unit of measure conversion for this item(s).</p>
<b>Unit Price</b>	<p>This is the unit price of the item being billed. This will be multiplied by the quantity to calculate the extended price. If you are interactive with Manufacturing Inventory Management, the unit price will be calculated from the price level you have selected for this transaction and the price table for the inventory item. All quantity breaks will be automatically calculated, if applicable. You may also press the <b>F2</b> function key to change the price level for this item only. If you have turned on the feature “<b>Allow Line Item Price Changes</b>” in the Master Configuration, you will be allowed to override the calculated unit price, if necessary. If you have entered an inventory item, you will not be allowed to change the unit price if you have turned off the feature to “<b>Allow Line Item Price Changes</b>” in the Accounts Receivable Master Configuration. If you are utilizing the special Price Plan feature that is set up in Inventory module and have assigned this customer one or more Price Plans to be used, if the criteria is met based on the assign Price Plan for this customer, then the system will automatically place the customized price in this field.</p>
<b>Discount %</b>	<p>This is the percent discount that will be given on this line when calculating extended price. If you have set the “<b>Allow Discount % by Line</b>” field in the Master Configuration to be turned on, you will be allowed to enter a percent here. Otherwise, the system will skip this data item. If you desire to utilize a “<b>cost plus</b>” type of pricing mechanism for your customers, you may set one of your inventory price levels up as “<b>cost</b>” and issue a “<b>negative discount</b>” at this point. By doing so, the system will take whatever the price is based on the price level and mark it up according to the amount entered. For instance, a negative discount of “<b>-20%</b>” would make the sale price of an item based at \$10.00, equal to \$12.00.</p>

### Extended Price

This is the calculated extended price for this line of the transaction. When you have entered all detail lines necessary for this transaction, you may <click> on the **“Save”** button to return to the overhead screen.

<b>Additional Cost of Sales</b>	<p>The <b>“Add. COS”</b> button allows you to enter the additional cost of sales amount for this transaction. This may be used if you are not interactive with Manufacturing Inventory Management or if you are billing the customer for an item not currently in the inventory file. The sales journal and commission reports that you may print later will include this cost and will calculate a gross profit amount and percentage. Using this field for non-inventory type sales will insure accurate gross profit calculations on these reports. The system will display a small window which will allow you to enter the additional cost of sales amount and sales code. This sales code will be used when posting the cost amount to the sales code file. You may press the <b>F2</b> key to scroll through the sales code file to make your selection. When you have entered the additional cost of sales amount for this transaction, you may &lt;click&gt; on the <b>“Save”</b> button to return to the overhead screen.</p>
<b>Address</b>	<p>The <b>“Address”</b> button allows you to change the shipping and billing addresses for the customer and the customer's <b>“Ship To:”</b> name. A screen will be displayed which will allow you to change the address. This is where you would make the inputs for <b>“one time”</b> invoices. If multiple ship-to addresses have been defined for this customer, you may &lt;click&gt; on the <b>“Select”</b> button. This will <i>“pop-up”</i> a window that will display all of the Ship-To Addresses that have been set up for this customer. You may use the up and down arrow keys to scroll through the listing to select the address you want. These changes will not affect the customer's master file, but will only override the master file for this particular transaction. Enter the necessary changes and then &lt;click&gt; on the <b>“Save”</b> button to validate and return to the overhead screens.</p>
<b>Scheduled Payment</b>	<p>This data item will allow you to specify that you want to schedule a set of payments for the invoice rather than use the invoice terms. If you have specified <b>“None”</b> as the <b>“Scheduled Payment Type”</b> in the Master Configuration, the system will skip over this question. If you enter (Y)es, the system will display a small window from which you may specify how you want the invoice amount scheduled into payments. The three data items are discussed here.</p> <p><b>Number of Payments</b></p> <p>This field indicates how many payments the invoice will be divided into. The net amount of the invoice (<i>minus the down payment</i>) will be divided by this number to determine the amount of each payment. Any rounding error will be added to, or subtracted from, the first payment.</p> <p><b>Day of Month for Each Payment</b></p> <p>This data item defines when each payment will be due. The due date for the first payment will follow the terms definition on the invoice. This item will contain either which day of the month each additional payment will be due, or how many days apart each additional payment will be (<i>if you have specified “Specific Number of Days” as the Scheduled Payment Type</i>).</p> <p><b>Amount of Initial Down Payment</b></p> <p>This data item contains the amount of the down payment that was received for this invoice. The default value will be the deposit amount. This amount will be subtracted from the net amount of the invoice, and then the remaining amount will be split into the specified payments.</p>

Enter the necessary changes and then <click> on the **“Save”** button to validate and return to the overhead screens. You may now <click> on the **“Process”** button to validate the transaction, save the open item, save the transaction record, update inventory (*if applicable*), and print the invoice form. If you wish to cancel this transaction, <click> on the **“Cancel”** button. A screen will appear with the **“Invoice Form”** that is currently selected.

The screenshot shows a Windows-style dialog box titled "Select Form - Write Invoices And Credit Memos". It has a close button (X) in the top right corner. The dialog is divided into several sections. On the left, there are labels for "Current Form:", "Default Form:", and "Suggested Form:". The "Default Form:" field contains the text "INV1". The "Suggested Form:" field contains a text box with "INV1" inside and a "Browse..." button to its right. Below these fields are three buttons: "Select", "Defaults...", and "Cancel". On the right side, there is a section titled "Alignment" containing two radio buttons: "Suggested Form" (which is selected) and "Current Form". Below the radio buttons is an "Align" button. At the bottom of the dialog, there is a large rectangular box containing the following text: "Contact DPForms, Inc. for the best quality business forms, checks, tax forms and related accessories for your business software products. Online Ordering at www.dpaforms.com Or call (800) 660-8605 9:00am - 6:00pm EST."

You may press the **“Browse”** button, which will allow you to browse the directory for another valid invoice form. <Click> on **“Align”** to test the alignment of your forms with your printer. <Click> on **“Select”** to continue. After the form has been printed, you will be asked if you need to print the form again.

You may print on white paper invoice forms or preprinted forms such as the following sample.

		INVOICE			
		DATE 09/15/2004	INVOICE NO. 69180	PAGE 1	
ACCOUNT NO. ALLE1		MANAGER # HOUSE			
Invoice					
BILL TO:  Allens Hardware Shops Inc. 400 E. Kennedy Blvd. Orlando, FL 33421		PROJECT Carrollwood Meadows Park Rec.  Allens Hardware Shops Inc. 6541 Farmington Blvd. Tampa, FL 33625			

BILLING DATE	DESCRIPTION	CUSTOMER P.O. NO.	PROJECT NO.	INSTRUCTIONS
09/15/2004	Invoice	100457	5203	Rec Center Office

BILLING CODE	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT
1 C	Concrete	2.00	Each	\$4,000.00	\$8,000.00
1 F	Main Office	1.00	Each	\$5,000.00	\$5,000.00
1 R	Framing	1.00	Each	\$1,500.00	\$1,500.00
	Main Office				
	Roofing				
	Main Office				

REMIT PAYMENT TO: Infinity POWER Sample Company, 150 Second Avenue North 16th Floor St Petersburg, FL 33701 USA	TERMS: Net 30 (2 % Disc)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black;">SUBTOTAL</td><td style="text-align: right;">\$14,500.00</td></tr> <tr><td style="border-bottom: 1px solid black;">TAX</td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="border-bottom: 1px solid black;">RETAINAGE</td><td style="text-align: right;">\$1,450.00</td></tr> <tr><td style="border-bottom: 1px solid black;">LESS DEPOSIT</td><td style="text-align: right;">\$0.00</td></tr> <tr><td style="border-bottom: 1px solid black;">AMOUNT DUE</td><td style="text-align: right;">\$13,050.00</td></tr> <tr><td style="border-bottom: 1px solid black;">PREVIOUS BILLING</td><td style="text-align: right;">\$48,608.57</td></tr> <tr><td style="border-bottom: 1px solid black;">TOTAL BILLING</td><td style="text-align: right;">\$63,108.57</td></tr> </table>	SUBTOTAL	\$14,500.00	TAX	\$0.00	RETAINAGE	\$1,450.00	LESS DEPOSIT	\$0.00	AMOUNT DUE	\$13,050.00	PREVIOUS BILLING	\$48,608.57	TOTAL BILLING	\$63,108.57
SUBTOTAL	\$14,500.00															
TAX	\$0.00															
RETAINAGE	\$1,450.00															
LESS DEPOSIT	\$0.00															
AMOUNT DUE	\$13,050.00															
PREVIOUS BILLING	\$48,608.57															
TOTAL BILLING	\$63,108.57															

REORDER FORM #103L
USE WITH COMPANION ENVELOPE #44-503



**Results:**

**coAR1dy.dbf - Customer File**

- Customer History is Updated
- Customer Aging Totals are Updated

**coAR2.dbf - Open Item File**

- Open Item Record is Added

**coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

**coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (*optional*)

**coAR5dy.dbf - Salesman File**

- Manager History is Updated

**coAR7dy.dbf - Sales Code File**

- Sales Code History is Updated
- Sales Code Current Amounts are Updated

**coIM1dy.dbf - Inventory Item File**

- Withdrawal Recorded (*Return if a Credit Memo*)
- Historical Information Updated

**coIM2dy.dbf - Inventory Transaction File**

- Transaction Record Added (*optional*)

**coIM6.dbf - Inventory Cost Layer File**

- Cost layer quantity reduced, serialized item withdrawn

**AR2GL.co – Accounts Receivable Integration File**

- General Ledger accounts updated

## PREPARE PROPOSALS (AR0114)

This option allows you to prepare and print proposals for your customers. These transactions are entered and printed in the same format as an invoice, however, no posting will occur. When executing this option, all options work exactly the same as the regular **“Write Invoices and Credit Memos”** option except that there will be no data file updates. The invoice form will print as normal, however, the invoice number will be replaced with **“Proposal.”**

A screen will appear with the **“Invoice Form”** that is currently selected. You may press the **“Browse”** button, which will allow you to browse the directory for another valid invoice form. After the form has been printed, you will be asked if you need to print the form again.

This provides you with a quick method of providing a proposal to your customer. If you are attempting to build a proposal file so that you may issue proposals now and call them up later, this option is **not** for you. The Sales Order Entry module provides the capability of setting up a proposal, making additional changes to it, then converting it to a full blown sales order for immediate processing.

## REVERSE INVOICES (AR0115)

This new option allows you to retrieve the information from the transaction history of a previously posted invoice and then automatically create a credit memo which reverses the original invoice.

This allows a user who might have suddenly realized that they made a mistake once they printed out their invoice that they do not have to re-enter possibly dozens of lines of exact data to keep all of their inventory or sales codes straight when issuing the reversing Credit Memo. This option does it automatically for the user and keeps all of the integrated files all the way down to the General Ledger completely in sync. **This option is not applicable for Job Cost Invoices.** When you complete this option, a credit memo will be printed for an audit trail.

## RECORD MANUAL INVOICES (AR0102)

This option allows you to record the invoices, credit memos, debit memos, and/or adjustments which were written manually and need to be reflected in your accounting records. When executing this option, all options work exactly the same as the regular **“Write Invoices and Credit Memos”** option except for the following differences.

### Transaction #

You must enter a transaction number even if you have set the numbering sequence to ON for this type of transaction.

### Customer PO #

### Sales Order #

### Date Ordered

### Shipping Instructions

These fields will be skipped as you enter your data into the system. A transaction register will be printed instead of the form normally used for this type of transaction. All other uses and updates will be the same as discussed in the normal invoice writing section of this manual.

**Results:**

**coAR1dy.dbf - Customer File**

- Customer History is Updated
- Customer Aging Totals are Updated

**coAR2.dbf - Open Item File**

- Open Item Record is Added

**coAR3dy.dbf - Transaction File**

- Transaction Record is Added (optional)

**coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (optional)

**coAR5dy.dbf - Salesman File**

- Manager History is Updated

**coAR7dy.dbf - Sales Code File**

- Sales Code History is Updated
- Sales Code Current Amounts are Updated

**coIM1dy.dbf - Inventory Item File**

- Withdrawal Recorded (Return if a Credit Memo)
- Historical Information Updated

**coIM2dy.dbf - Inventory Transaction File**

- Transaction Record Added (optional)

**coIM6.dbf - Inventory Cost Layer File**

- Cost layer quantity reduced, serialized item withdrawn

**AR2GL.co – Accounts Receivable Integration File**

- General Ledger accounts updated

## POST CYCLE INVOICES (AR0105)

This option allows you to print and post your cycle invoices. You may select specific invoices to include in the posting or by setting a configuration option in the Master Configuration, you can specify to post single invoices. Using this option, you may post the cycle invoices that you have set up in the “*Set Up Cycle Invoices*” menu option.

First, you will be asked either for a specific invoice to post or for the beginning and ending range of cycle invoices to post. You will then be given a chance to enter the cycle invoice number mask. Using the mask, you may select invoices by group or cycle. You may select the option to actually write the invoices on the invoice form set up in the Master Configuration or print only a transaction register of the invoices being posted.

If you have selected to print actual invoices, a screen will appear with the “**Invoice Form**” that is currently selected. You may press the “**Browse**” button, which will allow you to browse the directory for another valid invoice form. After the form has been printed, you will be asked if you need to print the form again.

The invoice date will be the current system date and the due date will be calculated based on this invoice date. All other information will be posted as it was set up on the cycle invoice. The invoices will be posted to the customers' accounts and the transactions will be saved in the same way the “*Write Invoices and Credit Memos*” function does.

**NOTE**

If the current system date is outside of the beginning and ending cycle invoice dates, those cycle invoices will not be posted.

When cycle invoices are posted and the Credit Card method of payment has been defined on the cycle invoice and all configurations are set up for **EDC** (Electronic Draft Capture) the system will dial out to the credit card network and retrieve an authorization for this charge.

If you have chosen to utilize the **Electronic Funds Transfer (EFT)** processing feature, and the **Cash Receipts** sales code set up in the *Accounts Receivable Master Configuration* has an **EFT** bank account assigned to it, and if the Customer being billed has the appropriate **EFT** information set up on their account, then **EFT** processing will occur.

**NOTE:**

EFT information must be set up in the Set Up Bank Accounts including the account number, routing number, and EFT Processor in Accounts Payable and Check Reconciliation.

For more information on setup and usage of the **EFT** system, please refer to **Chapter 1** of the **Check Reconciliation** manual.

**Results:****coAR1dy.dbf - Customer File**

- Customer History is Updated
- Customer Aging Totals are Updated

**coAR2.dbf - Open Item File**

- Open Item Record is Added

**coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

**coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (*optional*)

**coAR5dy.dbf - Manager File**

- Manager History is Updated

**coAR7dy.dbf - Sales Code File**

- Sales Code History is Updated
- Sales Code Current Amounts are Updated

**coIM1dy.dbf - Inventory Item File**

- Withdrawal Recorded (*Return if a Credit Memo*)
- Historical Information Updated

**coIM2dy.dbf - Inventory Transaction File**

- Transaction Record Added (*optional*)

## RE-PRINT INVOICES (AR0113)

This option allows you to re-print invoices. This option is designed to allow for the re-printing of invoices upon demand. This feature is for those users who need the ability to provide their customers a **“duplicate”** copy of the original invoice form. The form format that will be used in the printing of these invoices is the current form name specified for invoices in the Master Configuration.

Due to the variances in the number of form printing capabilities provided by the system, the duplicate form **does not** print the words **“duplicate”** on the form. Each form format varies enough not to allow consistent printing of these words in the invoice number boxes. Therefore, care should be taken when utilizing this option.

Once this option is selected, the system will prompt you to enter the customer number. Enter the customer number or press **F2** to review near matches in the file. The **Invoice Date** and **Invoice Number** must be correct to continue. <Click> on the **“Find”** button to locate this transaction.

All current open items will be displayed which include the Invoice Date and Invoice Numbers. If you have set the option to **“Include Paid Items on Inquiry”** to be turned on in the Master Configuration, those paid items will also be displayed for the current fiscal year. Otherwise, you may print a **“Sales Journal by Customer”** to determine the information you are looking for.

Your system date must be set to the fiscal year of the invoice that you want to re-print. Otherwise, the system will only look at the current year's transaction detail file. Therefore, any invoice generated in a prior fiscal year would not be found by the system.

Once a valid Invoice Number and Invoice Date have been entered, the system will display the open item description for this transaction, the manager number, and the total invoice amount. At this point, you may <click> on the **“Print”** button to continue and have the system print a duplicate copy of this invoice. You may run this option as often as desired.

A screen will appear with the **“Invoice Form”** that is currently selected. You may press the **“Browse”** button, which will allow you to browse the directory for another valid invoice form.

## IMPORT TRANSACTIONS (AR0602)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files.

This option is designed to allow you to import AR Transactions directly into the Accounts Receivable module. The transactions will be updated as if processed through the **Write Invoices and Credit Memos** menu option from within the Accounts Receivable system.

When you select the option to **“Import Transactions”** from the **“Transactions”** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button. To create a map file in the program directory, <click> on the **“Create Map”** button. This will print out the format in which this option is looking for information to be organized in.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length **ASCII** file, it must have a logical record length of **184** bytes, and have the following field lengths.

Description	Type	Position	Length
Cont? (0=NO,1=YES)	CHAR	1	1*
Customer #	STRING	2	10*
Trans. Date	STRING	12	6*
Trans. Type (1-9)	CHAR	18	1*
Trans. #	STRING	19	10
AR Code	STRING	29	5
Register # (0-16)	CHAR	34	2*
Project #	STRING	36	10
Tax Rate #	STRING	46	3*
Due Date	STRING	51	6
Manager #	STRING	57	5*
Inventory #	STRING	62	20*
Price Level (1-10)	CHAR	82	2
Sales Code	STRING	84	5*
Description	STRING	89	30
Tax (0=NO,1=YES)	CHAR	119	1
Quantity	FLOAT	120	10
Unit of Measure	STRING	130	4
Unit of Amount	DOUBLE	134	15
Discount %	FLOAT	149	6
Extended Amount	DOUBLE	155	15
Total COS Amount	DOUBLE	170	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **“text”** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **“transaction”** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **“text”** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

- 1) **Import File Format**
- 2) **Import File Name**
- 3) **Process Import File**

The **“Import File Format”** is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

## Fixed Length ASCII Files

Fixed Length ASCII **“text”** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

## Variable Length ASCII Files

Variable Length ASCII **“text”** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

## Comma Delimited \*.PRN Files

Comma Delimited \*.PRN **“text”** files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems. Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

## File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs. The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX file servers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **“action numbers.”** These **“action numbers”** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES)**.” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (\*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first <click> on the “**Create Map**” button at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **AP0604.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or “**vi**” under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

**NOTE:** “**Key Value**” fields must be present in the import file and cannot be deleted from the record layout file. “**Key Value**” fields are those fields that are designated with an asterisk (\*) in the documented import record layouts. You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.



## Sample Import Transactions File

Data Pro Support Document



### IMPORT AR TRANSACTIONS (AR0602.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import transactions and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as AR0602.MAP.**

#### Explanation of File:

"Customer #", (field name found in data dictionary) 0, (DPOffset (This is an internal offset and cannot be changed) 10, (length of field) "STRING", (Type of field) 2, (Starting position of field) 10 (length of field)

#### NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"Cont? (0=NO,1=YES)",222,0,"CHAR",1,1
*"Customer #",0,10,"STRING",2,10
*"Trans. Date",11,6,"STRING",12,6
*"Trans. Type (0-9)",18,0,"INT",18,1
*"Trans. #",20,10,"STRING",19,10
"AR Code",31,10,"STRING",29,10
"Project #",56,10,"STRING",39,10
*"Tax Rate #",67,10,"STRING",49,10
"Due Date",78,6,"STRING",59,6
*"Salesman #",85,5,"STRING",65,5
*"Inventory #",91,20,"STRING",70,20
"Price Level (1-10)",134,0,"INT",90,2
*"Sales Code",136,10,"STRING",92,10
"Description",147,30,"STRING",102,30
*"Taxable (0=NO,1=YES)",178,0,"CHAR",132,1
*"Quantity",180,0,"DOUBLE",133,10
*"Unit of Measure",188,4,"STRING",143,4
*"Unit Amount",198,0,"DOUBLE",147,15
*"Discount %",194,0,"FLOAT",162,6
*"Extended Amount",206,0,"DOUBLE",168,15
"Total COS Amount",214,0,"DOUBLE",183,15
"LRL",197
```

\* Required fields for importing records

#### NOTE

Each record must have a Header Record.

## Data Pro Support Document

**Field Types:**

CHAR = NUMBER NO DECIMALS  
 STRING = TEXT  
 INT = INTEGER = NUMBER NO DECIMALS  
 FLOAT = PERCENTAGE TWO DECIMALS REQUIRED  
 DOUBLE = AMOUNT DECIMALS REQUIRED  
 LRL = FIXED LENGTH OF RECORD LINE

**Field Descriptions:****"ACTION" TYPES**

- 1 = ADD A RECORD
- 2 = CHANGE
- 3 = DELETE
- 4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

**"TRANS" TYPES**

- 1 = INVOICE
- 2 = CREDIT MEMO
- 3 = DEBIT MEMO
- 4 = ADJUSTMENT
- 5 = STATEMENT
- 6 = FINANCE CHARGE
- 7 = RETAINAGE
- 8 = DEPOSIT
- 9 = ADVANCE

**Field Type Formatting:**

CHAR = NUMBER NO DECIMALS  
 STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)  
 INT = INTEGER = NUMBER NO DECIMALS  
 FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)  
 DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)  
 LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**  
 DATE = MMDDYY

**Import Tips:**

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

**Example:** If you were going to be forcing a Tax Rate number the line would look as follows: "FL Default GL Account",62,20,"STRING",-1,2 (2 being the length of the tax rate being imported).

**NOTE**

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

**If you are importing from Excel using a space delimited file:**

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

**Char:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

**Example:** Vendor # width of column would be 10.

**String:** Format as text, left justify column, and change width to the number of characters being imported for that field.

**Int:** Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

**Double:** Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

## PERFORM DRAFT CAPTURE BATCH (AR0702)

This option allows you to perform the Draft Capture batch functions necessary to audit and close the daily draft capture files. The Accounts Receivable module provides a series of options for processing with batches. Selecting **“Perform Draft Capture Batch”** from your **“Transactions”** menu, will display eleven (11) functions you may perform.

With the exception of **“Audit Report,”** each option is a request to the credit card network to perform a specified function. Each option is listed on the following pages, giving you a complete explanation of how and why you choose and execute the various options.

### Audit Report

This option produces a report listing the **EDC** transactions completed for each day. The information on this report is stored in a file that is automatically set up **each day** by the Point of Sale module. This file is named **PSA##.co**, where **“##”** is the current day of the month and **“co”** is the company name. For example: The first day of the month's information would fall into the **PSA01.co** file. The information for the fifteenth day of the month would be in the **PSA15.co** file. This day is based on the computer date (*not the Infinity POWER system date.*)

Therefore, you will have a **PSA##.co** file for each day of the month in the data subdirectory. The system will re-use the file for each month. The information in the file will be deleted as new information is added. It is recommended that this report be printed at the end of each day to ensure that a proper audit is available.

The report provides the following information for each transaction:

1. Credit card number.
2. Credit card expiration date.
3. Transaction type (*either “Sale,” “Credit,” “Void,” “Frc. Sale” (forced sale), “Frc. Credit” (forced credit), “Post Auth.” (post authorization), or “Auth. Only” (authorization only).*)
4. Transaction date.
5. Authorization number (*does not appear for void or post authorization transactions*).
6. Reference number (*prints “Auth. Only” for authorized, but non-captured transactions*).
7. Transaction amount.

In addition, an asterisk is appended to each **“Auth. only”** transaction line to highlight transactions not captured by the network. These items must be entered in through the **“Post Authorization”** option for the batch to balance.

<b>Post Authorization</b>	This option is used to capture an authorized transaction, which could not be captured at the time of authorization. All items on the Daily Audit Report with an asterisk (*) will need to be <b>“Post Authorized.”</b>
<b>Void Transaction</b>	<p>This option will cancel an existing transaction in a batch. This option should only be executed if the transaction that is being voided is contained in a batch that has not been closed. This procedure does not update the Point of Sale data files.</p> <p>Once you have voided the transaction utilizing this option, you must enter the transaction through the <b>“Record a Return/Refund”</b> option. An <b>EDC</b> process is not necessary, so the payment method chosen should <b>NOT</b> contain an asterisk (*). This will update the Point of Sale data files.</p>
<b>Pre-Authorization</b>	This option will allow you to get a pre-authorization on a credit card, prior to shipment of the order. This will check the limit and verify credit availability for the customer.

<b>Batch Inquiry</b>	<p>The Batch Inquiry is used to inquire on the batch balance and transaction count. This option will be helpful when reconciling the batch information sent to the credit card network to the information in the Point of Sale module. This transaction may also be utilized to view the Count and Total Amount for specific card types for a requested batch. The system will prompt you for a <b>“Card Code”</b> number. You may choose from the following list of proper code numbers:</p> <p><b>099 or NULL</b> = Visa/MasterCard Totals  <b>001</b> = Visa Totals  <b>002</b> = MasterCard Totals  <b>005</b> = American Express Totals  <b>009</b> = Discover Card Totals  <b>010</b> = Diners Club/Carte Blanche Totals  <b>012</b> = JCB Totals</p> <p>Once this information has been given, the system will dial to the network and return the following information:</p> <p><b>Batch #</b> - This is the number that was assigned to the batch when opened.  <b>Status</b> - This is the current status of the batch.</p> <p><b>Trans. Cnt</b> - This is the total number of transactions contained within the batch.</p> <p><b>Total</b> - This is the total amount of money within the batch.</p>
<b>Batch Status</b>	<p>This option allows you to review the last four open or pended batches. If there are more than four open and/or pended batches, you must reconcile and close one or more batches in order to view the remaining batches. The system will prompt you for a Card Code number. You may choose from the following list of proper code numbers:</p> <p><b>099 or NULL</b> = Visa/MasterCard Totals  <b>001</b> = Visa Totals  <b>002</b> = MasterCard Totals  <b>005</b> = American Express Totals  <b>009</b> = Discover Card Totals  <b>010</b> = Diners Club/Carte Blanche Totals  <b>012</b> = JCB Totals</p> <p>Once this information has been given, the system will dial to the network and return the following information.</p> <p><b>Batch Number</b> - This is the batch number that was assigned to the batch when opened.  <b>Status</b> - This is the current status of the batch.  <b>Total</b> - This is the total amount of money within the batch.</p>
<b>Batch Review</b>	<p>This option displays individual transactions, four at a time, in a batch. You will be prompted for the <b>“Transaction Sequence Number.”</b> This is a three digit number representing the order in which the items were entered. This allows you to begin your review on the tenth item entered vs. the first one. If this item is left blank, the review will begin at the top of the batch. The amount of money for each transaction is listed.</p>
<b>Transaction Inquiry</b>	<p>This option is used to retrieve missing data from the credit card network. You will be prompted for the <b>“Credit Card Number, Account Number and Transaction Amount”</b> to perform a search within the current batch. Entry of only one field will allow the system to search the batch and find the nearest match to the item specified.</p>

	Entry of all three fields would make the search exact. If a <b>“NO DATA MATCH”</b> response is received, you should verify the data and re-enter the transaction. A second <b>“NO DATA MATCH”</b> response indicates that a matching transaction for the entered data could not be found.
<b>Open Batch</b>	<p>The process of Electronic Draft Capture (<b>EDC</b>) is initiated with the opening of a daily <b>“batch”</b> to which credit card transactions are posted. There is no limit to the number of transactions which can be stored in a batch. The process of opening a batch requires entry of a three digit Batch Number (<b>100 - 999</b>.) If the batch number is not designated, a system generated batch number will be opened and assigned as <b>1DD (where DD reflects the current day of the month)</b>. The next item required will be the Batch Date in <b>MMDDYY</b> format. The date entered cannot be more than seven (<b>7</b>) days old or more than one (<b>1</b>) day into the future.</p> <p>If the date field is left blank, the batch date will reflect the current credit card network date based on Pacific Time.</p> <p>Batches are typically closed and processed by the credit card network if left in Open Status for more than three days. The response to a Batch Open transaction may reflect <b>*****</b> for the Batch Count. This is warning you that the previous batch had not been closed and has been automatically <b>“pending.”</b></p>
<b>Pend Batch</b>	<p>This allows you to deactivate the current active batch so that a new one may be opened. Batches are pended if the transactions have not been reconciled for the batch and there is a need to open a new batch for subsequent transactions. Reconciliation will be completed at the beginning of the following work day. A batch may be pended whether or not it contains transactions. To reactivate a pended batch, a Batch Open option must be performed using the original Batch Number used to initially open the batch. The current batch that is being accessed will be pended.</p>
<b>Close Batch</b>	<p>This will complete all work with the batch and will allow the credit card network to process the financial information. Once batches are in <b>“closed”</b> status, they are flagged for transmission and settlement. Closed status batch numbers may not be re-used for a period of five (<b>5</b>) days. Batches should always be reconciled before closing. <i>(This is recommended even if you are on an “automatic closing” process.)</i> To successfully perform a Batch Close transaction, the operator must enter the three digit Batch Number and the Total Draft Amount in the <b>“Batch Amount”</b> field. The Batch Amount field is always reflected as an absolute value.</p> <p>Batches which are automatically opened are generally automatically closed. The close process is performed automatically by the <b>EDC</b> host every night at approximately <b>11:50 P.M. (PST)</b>. Operators who select the <b>“AUTO OPEN/CLOSE”</b> option, must perform the reconciliation process prior to this time. Once the batch has been closed the system will return the message <b>“BATCH CLOSED, BATCH ###,”</b> where <b>“###”</b> is the actual batch number.</p>

**Results:**

- No Files are Updated.

## REVIEW TRANSACTIONS (AR0100)

This option allows you to perform an inquiry on any transaction while in the Accounts Receivable module. You may also access this option by pressing the **Ctrl & F2** keys any time the Accounts Receivable module is active. When selecting this option you will be in an **"inquiry mode."** Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the previous record detail, select the next record detail, select the last record in the detail list or select a specific detail record based on a transaction date, customer number or salesman number. <Click> on the either of the choices and enter the information you want to search on. Once you have found the transaction you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the transaction, you may view the information for this transaction on your screen. To show the details of this transaction, such as the detail line items on an invoice or distribution of a payment, <click> on the **"Details"** button. To show the shipping information for this transaction, <click> on the **"Shipping"** button.

### Details

Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (**either text or a line number**) and <click> on **"OK."** Once you have found the detail line you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may view this information on your screen. To close this window and return to the main screen, <click> on the **"Close"** button.

### Shipping

When you <click> on this option, a screen will be displays showing you the shipping information for this transaction. This information includes the ship-to address, the customer's terms for this transaction and tax rate, price level and shipping instructions. To close this window and return to the main screen, <click> on the **"Close"** button.

When you have finished viewing transaction information, <click> on the **"Close"** button.

#### Results:

- No Files are Updated.

## RECORD PAYMENTS & DEPOSITS (AR0103)

This option allows you to record payments or deposits to specific customer accounts. Payment discounts may also be recorded here. This option should be used to record all payments and deposits into the system except for the deposits entered at the time of writing an invoice.

You look up the payment by invoice or select the customer number for this transaction. Select the **"By Invoice..."** button to look up and find invoices and customers by the invoice number that a customer may have included on their check for payment. Many times, a customer will submit a payment for an account; however, the issuing company that is paying the bill does not match what the Customer Name is set up as in the file at all. This feature allows the user to click one button, enter the invoice number to be posted to and the system automatically searches across ALL customer records to locate the appropriate open item. It then brings up the proper customer record and allows the posting of the payment option to continue.

To search by customer, enter the customer number or press the **F2** key to scroll through the customer file to make your selection.

The following describes each of the data items.

<b>Transaction Type</b>	This is the type of transaction that is being entered, either for payments or for deposits. The default value is payments.
<b>Payment Type</b>	<p>These Payment Types are defined in the Master Configuration of Accounts Receivable. &lt;Click&gt; on the arrow box and a pull down list will appear with the available choices. If the <b>Check</b> Payment Method is used, the system will ask for the check number. If <b>Credit Card</b> Payment Methods are selected, the Credit Cards you have set up in your Master Configuration are used. The system will ask for the credit card number and the authorization number after Validate has been selected. If the payment method chosen has an “*” in the description, the system will begin the procedures for an “<b>Electronic Draft Capture</b>” (EDC) on this transaction. The <b>EDC</b> procedure will take you to another screen and begin dialing out for an authorization on the credit card.</p> <p>If the payment method chosen has an “<b>EFT</b>” in the description, the system will begin the procedures for an “<b>Electronic Funds Transfer</b>” (EFT) on this transaction. The <b>EFT</b> procedure will update the appropriate files with the fund transfer information and the screens will act as though a cash payment was entered. For more information on set up and usage of <b>EFT</b> processing please refer to <b>Chapter 1</b> of the <b>Check Reconciliation</b> manual.</p> <p><b>NOTE:</b> Other payment methods, such as “<b>Traveler's Checks, Coupons, etc.</b>” may be used in Payment Methods. The system will, however, prompt for the credit card number and authorization number. Simply press <b>TAB</b> through these prompts and continue processing.</p>
<b>Check Number</b>	This is a ten (10) character field for the check number of the deposit or payment received. This will be stored as the transaction number of the open item and transaction. If you have the Master Configuration option “ <b>Require Unique Customer Check #s</b> ” turned on, the system will <b>not</b> allow the posting of the same customer check number into the system. This reduces the possibility of duplicate check postings.
<b>Check Date</b>	This is the date of the check received. This will be stored as the transaction date of the open item. The transaction record will use the current system date. Press <b>TAB</b> to assume the current system date.
<b>Check Amount</b>	This is the amount of the check received. This amount will be posted as a credit to the customer's account and to the cash sales code set up in the Master Configuration. If you have open item type customers, there may be instances in which you want to apply any existing credits on a customer's account towards the debits without actually entering another credit. This may be done through this option by leaving the check amount as zero and post a “ <b>Zero Payment.</b> ” This will allow you to match existing Credit Memos against existing Invoices and Debit Memos. It also allows you to match “ <b>Unapplied Cash</b> ” payments against specific invoices.
<b>Zero Payments</b>	<p><b>Zero Payments</b> may be handled as follows:</p> <p>When the system asks for the check amount, enter zero (0). Next enter the invoice number as the check number. You may then enter a miscellaneous description regarding the whole transaction under the “<b>Open Item Description</b>” field. (<i>e.g., Correction for wrong posting</i>) You may then proceed to match the Credit Memo(s) with the Invoice(s) you want to apply against each other. Make sure though, that the totals of each balance each other out and you should have a total amount remaining balance of <b>\$0.00</b>.</p>



<b>Negative Payments</b>	<p><b>Negative Payments</b> may be handled as follows:</p> <p>From time to time it may be necessary to process negative payments to a customer's account. This can happen if a customer's check is returned from the bank because of non-sufficient funds or if a credit card charge is disputed by the charge card holder. This option would allow any appropriate postings to cash and a debit to the customer's account for NSF checks or credit card charge backs. This amount can also be allocated to multiple sales codes that you choose.</p> <p>When the system asks for an amount, enter a negative amount by preceding your entry with a negative sign (-). The system will prompt you for some transaction number. You may then enter a description for the whole transaction under the description field, which is listed under the area titled <b>"Additional Information"</b> (e.g., <b>NSF Check Returned</b>). You will then be prompted to distribute this amount and will have the option of the default <b>"Payment Discounts Allowed,"</b> or you may select a different sales code depending on your accounting policies.</p>
<b>Check Amount</b>	<Click> on the <b>"Validate"</b> button to continue.
<b>Description</b>	This is the description that will be used for this transaction. This description will be displayed on all aging reports, sales journals, and customer statements.
<b>Job Number</b>	If the integration to Job Cost is turned <b>ON</b> , you may enter a ten (10) character job or project reference number. You must have the Job Cost Main Module to take advantage of this reference field.
<b>Salesman</b>	This data item contains the salesman number that this transaction will be recorded under. The default value will be the manager set up in the customer's master file. Normally, you may press <b>TAB</b> to assume the default. However, if you pay commissions to your manager based on cash received, you should change this to the salesman that was originally assigned the sale that this payment is for or the salesman that is to collect commissions on this transaction.
<b>Cash Receipts Code</b>	This field will default to the Sales Code that is set up in the Master Configuration for Cash Receipts. You may override this sales code at this point to allocate cash payments and deposits to different cash accounts. Each sales code controls the General Ledger account number to be affected by this posting. You may press the <b>Spacebar</b> and then press the <b>F2</b> key to view the other sales codes set up in the file.

## A/R Sales Code

This data item will only be accessible on the data entry screen if you have turned on the *Accounts Receivable Master Configuration* option to, **"Allow Override of AR Sales Codes."** This option allows you to select the Accounts Receivable account that will be used to process this transaction through the use of AR Sales Codes.

If this option is available, the customer's default AR Sales code will appear, if one has been set up on their customer file. You may press **F2** to select an AR Sales code or leave the field blank to accept the default Accounts Receivable account set up in the *Accounts Receivable Master Configuration*.

If the customer is a **"Balance Forward"** type of customer or if there are currently no open items on this customer's account, the system will allow the posting of unapplied cash. You may now <click> on the "Post" button to allocate the unapplied cash. This amount can be allocated to up to twenty (20) different sales codes. This procedure will allow you to allocate the cash to various general ledger accounts (*through the use of sales codes*) without having to enter an invoice, posting it to the customers account and then entering a payment against the invoice.

Once the amount remaining has been disbursed, the system will save the transaction, print the transaction register and return for the next transaction. If you do not wish to allocate the amount remaining to various sales codes, and you prefer to have it post as unapplied cash (*a credit open item*) to the customer's account, <click> on the **“Save”** button and the system will save the transaction, print the transaction register and return for the next transaction.

## Allocate

By <clicking> on the **“Allocate”** button and if the customer is an **“Open Item”** customer and there are other open items on the customer's account, the system will display a scrolling window showing all open items. This scrolling window will allow you to apply the payment or deposit toward an existing open item. You may use your page up and page down keys to review each open item on the account and choose those items you wish to apply the payment toward.

You also have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“OK.”**

The top of this screen displays the amount of the check, the amount that has been distributed, and the amount remaining. As you apply the payment toward the open items, these figures will be adjusted accordingly. When you find an open item that you would like to apply the payments toward, you may <click> on the check box in the column titled **“Pay.”**

The system will then ask you for the amount to apply toward this open item. The default amount will be either the amount of the open item, or, if the payment is less than the open item, the amount of the payment remaining.

After you have completed applying the payment, you may <click> on the **“Save”** button. After you have <clicked> on the **“Save”** button to validate the entry, there are two cases in which the system displays a warning message and asks you for a response.

If there is a credit amount remaining, the system will display the amount and ask if you want to allocate this amount remaining. This amount can be allocated to up to five (5) different sales codes. This procedure will allow you to allocate the cash to various general ledger accounts (through the use of sales codes) without having to enter an invoice, posting it to the customers account and then entering a payment against the invoice.

Once the amount remaining has been allocated, the system will save the transaction, print the transaction register and return for the next transaction. If you do not wish to allocate the amount remaining to various sales codes, and you prefer to have it post as unapplied cash (*a credit open item*) to the customer's account, <click> on the **“Save”** button and the system will save the transaction, print the transaction register and return for the next transaction.

If there is a debit amount remaining, the system will display the amount and ask if you wish to apply the amount as a payment discount. If you <click> on **“Yes,”** the system will apply the amount as a debit to the Payment Discount sales code set up in the Master Configuration.

An example of this would be if you allow your customers a two percent discount on invoices if paid within a certain number of days. If the invoice was **\$100.00** and the check was **\$98.00** (*\$100.00 less 2% discount*), you would enter the check as **\$98.00** and apply **\$100.00** toward the invoice.

This would leave an over-applied amount of **\$2.00**, which would be applied toward the payment discount sales code. Additionally, to allow the balancing of the **AR Aging Report** to the General Ledger Balance Sheet from a prior fiscal year, you **can not** post partial payments to the system.

The **“open item”** file can only keep track of the **latest check number** and **check amount** that was posted against each open item, not all of the partial payments for each open item. Therefore, if you receive multiple payments for a single open item, you must post these partial amounts as **“unapplied cash”** until the total amount of the open item has been received. At that point, you may post a **“zero”** check to match all of the partial payments against the open item.

By following this line of procedures, you will be able to have the AR Aging Report match the Accounts Receivable balance on a prior period's General Ledger Balance Sheet. If you are not concerned with balancing the Balance Sheet and AR Aging Report from a prior period, you may continue to post partial payments as normal.

**Results:**

**coAR1dy.dbf - Customer File**

- Customer History is Updated
- Customer Aging Totals are Updated

**coAR2.dbf - Open Item File**

- Open Item is Added if Payment is to be left Unapplied
- Open Items that have had an Amount applied toward them will either be marked as Paid or Partially Paid

**coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

**coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (*optional*)

**coAR7dy.dbf - Sales Code File**

- Sales Code is Updated
- Sales Code Current Amounts are Updated for goods or services. Electronic Draft Capture (EDC) provides significant advantages to all

**AR2GL.co – Accounts Receivable Integration File**

- General Ledger accounts updated

## PRINT DEPOSIT REGISTER (AR0112)

This option provides a listing of all payments and deposits for a specified date range. If integration to the Check Reconciliation module is turned on in the Accounts Receivable Master Configuration and the cash receipts sales code has a Checking Account number assigned, this report routine will prompt you to **“Post this deposit to Check Reconciliation.”**

This report provides a simple way to generate a listing that could be attached to your normal bank deposit slip. Using this report provides your bank with the detail of each check, its amount, whom it was received from, and the date of each check. This saves you the time of not having to manually write this information on the deposit slip form itself.

When you select this option, the system will prompt you to enter the **“Beginning Date”** and **“Ending Date”** of all payments to be included on this report. You may select a single day by using the same date for both fields, or enter the range of dates as requested. It will also prompt you for the **“Bank Account.”** All payments and deposits received from all customers during the specified date range will then be included on the report. Finally, in the area marked output type, you must select from one of two radio buttons. The default titled **“Transaction Register”** will print out the report in transaction detail format. If you select the other option titled **“Deposit Slip”** the report will provide the same information as the default format, but allow room at the bottom of the report to attach a deposit slip.

The system will then **“total”** all of the amounts at the bottom of the report. This is the amount to be entered on your deposit slip to the bank. Make sure to verify each check against this listing prior to making any deposits with the bank to verify that you have included all actual checks for deposit.

If integration to the Check Reconciliation module is turned on in the Accounts Receivable Master Configuration and the cash receipts sales code has a Checking Account number assigned, this report routine will prompt you to **“Post this deposit to Check Reconciliation.”**

This will post the entire deposit register amount to the Check Reconciliation module as the daily deposit. The system will use the current system date as the reference/check number. <Click> on the **“Start”** button to initiate this report.

**Field Names:**

- Date
- Check #
- Customer #
- Customer Name
- Check Amount
- Total

## Deposit Register

Infinity POWER Sample Company, Inc.  
Deposit Register  
Bank of America Checking

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Date	Check #	Customer #	Name	Deposit Amount
04/03/2006	844467	SWIS1	Tony Swiss Construction	\$8,137.22
04/04/2006	61884	ALLE1	Allens Hardware Shops Inc.	\$1,651.85
04/05/2006	60344	HARC1	Fred Hart	\$725.00
04/05/2006	8471	JONJ1	Sonia Jones Interior Design	\$1,974.66
** Total:				\$12,488.73

\* Number of records printed: 4

## RECORD SALES CODE ADJUSTMENTS (AR0104)

This option allows you to record adjustments to sales and cost of sales amounts by transferring a specified amount from one sales code to another. You may discover at some point that you have entered a sale to the wrong sales code. Or, while processing a transaction, the system may find that one of the sales codes entered in the Master Configuration has not been added to the sales code file.

If this is the case, you may want to adjust the sales code amount for the error that was made. By selecting this option the program will adjust the current sales and cost of sales amounts and the sales and cost of sales amount history for the current fiscal period.

When you select this option, a screen will be displayed showing the seven (7) data items necessary to record the adjustment. The following is a list of the data items and a description of each.

<b>Customer Number</b>	Enter the number or press the <b>F2</b> key to scroll though the customer file to make you selection.
<b>Transaction Number</b>	This is the transaction number that this adjustment will be recorded as. You should enter the original invoice number that is being adjusted.
<b>Transaction Description</b>	This is the transaction description that this adjustment will be recorded with. The default description will be <b>“Adjustment.”</b>
<b>From Code</b>	This is the sales code that has had an amount posted to it in error and needs to be adjusted. Enter the sales code or press the <b>F2</b> key to scroll through the sales code file to make your selection. The sales code description will be displayed once the sales code has been selected.
<b>Sales Amount</b>	This is the sales amount that you would like to adjust for the sales code. After entering the sales amount, the opposite amount will be displayed as the <b>“Transfer to Sales Amount.”</b>
<b>C.O.S. Amount</b>	This is the cost of sales amount that you would like to adjust for this sales code. After entering the cost of sales amount, the opposite amount will be displayed as the <b>“Transfer To C.O.S. Amount.”</b>
<b>To Code</b>	<p>This is the sales code which should have had the sales and cost of sales amounts posted to it. Enter the sales code or press the <b>F2</b> key to scroll through the sales code file to make your selection.</p> <p>The sales code description will be displayed once the sales code has been selected. The Sales and Cost of Sales Amount for the <b>“Transfer to Sales Code”</b> will automatically be entered by the system with the appropriate sign. &lt;Click&gt; on the <b>“Start”</b> button to validate this transaction.</p> <p>The <b>Sales Code Adjustment Register</b> will be printed as each adjustment is posted to the system.</p>

### Results:

#### coAR3dy.dbf - Transaction File

- Transaction Record is Added (*optional*)

#### coAR4dy.dbf - Transaction Detail File

- Transaction Detail Records Added (*optional*)

#### coAR7dy.dbf - Sales Code File

- Sales Code File is Adjusted

## RECORD COS ADJUSTMENTS (AR0110)

This option allows you to record cost adjustments to previous Inventory sales on a specific invoice and is only available if **Accounts Receivable** is **interactive** with **Manufacturing Inventory Management**. This option allows you to adjust the Cost of Sales on transactions you have already recorded. This option is designed to allow this function on a **“transaction by transaction”** basis. This would be required if inventory was sold before it was recorded as **“received”** in the inventory system. When inventory items are sold that have not yet been recorded as **“received,”** the system will record whatever costs are available to Cost of Sales.

However, the program has no idea what the costs of the remaining items are. The result is a negative number of units in the **“quantity to adjust”** field for the affected inventory items, indicating that items have been sold for a cost which has not been recorded. When the inventory receipt is recorded later, the cost **will not** be automatically adjusted for previous sales. Additionally, the quantities in the **“On-Hand”** and **“Available”** fields will not be correct because a portion of the items have already been sold.

This option allows you to adjust the Cost of Sales and to correct the inventory quantity fields **“On-Hand,”** and **“Available.”** This is an important adjustment to make so that your sales journals and commission reports reflect accurate Cost of Sales amounts, which are used in profit calculations.

For example, a retailer has **5** units of item **“X”** in stock. He receives **10** more units but doesn't have time to record the receipt. A customer walks in and buys all **15** units. Because the computer only knew about the original **5** units, it only records the cost of **5** units. The quantity to adjust field on item **X** is changed from **0** to **-10**.

If he then records the receipt of **10** items, he now shows **10** units on-hand, which he really doesn't have. The Cost of Sales is off by the cost of **10** units and the quantity to adjust field still shows **-10**.

By using the **“Record COS Adjustments”** option, he can bring up the original detail for the invoice. The system will show the number of units sold, the original cost of sales and the maximum adjustment amount. If **“10”** units are entered as the adjustment quantity, the system will automatically update the Cost of Sales on the original transaction. It will also record a withdrawal of **10** units from inventory and reduce the quantity to adjust field. Now everything is back in order.

When using this option, the inventory item being adjusted **MUST** have a negative **“quantity to adjust”** and inventory receipts, subsequent to the sale, must have been recorded. Additionally, you must have the original transaction date and the invoice number when the sale was recorded. Otherwise, you will simply be returned to the screen without any processing taking place.

When you select this option, the system will prompt you for a customer number. Enter the customer number used on the original transaction. Next, the **“Invoice Date”** and **“Invoice Number”** from the original transaction must be entered. <Click> on the **“Find”** button to have the system access this record. If this transaction is not currently stored on the hard drive, you will receive an error message of > No Matching Invoice < and will not be allowed to make your adjustments using this option.

If the transaction is found, the information from the original sale (**Description, Salesman and Sale and Cost Amounts**) will appear on the screen. <Click> on the **“Adjust”** button and the system will now display a scrolling window with the detail lines of the applicable transaction. Use the page up or page down keys to move to the applicable line of the transaction and <click> on the check box in the **“Adjust”** field.

The cursor will move to the **“Quantity”** field and you should enter the quantity to adjust. The **“Quantity to Adjust”** cannot exceed the lesser of the original invoice quantity, the quantity in the **“Quantity to Adjust”** field or the quantity in the **“On-Hand”** field. The system will automatically retrieve the cost of these items from the inventory records. As you will not be allowed to change this cost, be sure the adjustments are made as soon as possible after the inventory is recorded as received.

You cannot adjust the cost of sales for an inventory item if there are no quantities in the **“Quantity to Adjust”** or **“On-Hand Quantity”** fields. Therefore, you must have recorded the receipt of these inventory items prior to executing this option. After all applicable line items have been adjusted, <click> on the **“Save”** button to validate the transaction. The **“Transaction Cost Adjustment Register”** will then be printed.

### **NOTE**

A part of your normal processing cycle should be to go into Manufacturing Inventory Management and print the Quantity Report; asking for only those items with a **“Quantity to Adjust”** amount. This will immediately notify you if this type of transaction has occurred. If so, then you should perform this function as soon as possible to keep your information updated correctly.

Likewise, you may use the following “Automatic COS Adjustments” option in Accounts Receivable to determine the specific transactions that need to be modified. When this option is run, even if no items are available for adjustment, a register of transactions, by customer, will print with the customer number, transaction date, transaction number, item number and its description, the Qty. Adjusted, and COS Adjusted fields. If no quantities were adjusted, the message will print **“On-hand Qty Not Available.”**

Even though no quantities were adjusted, this report conveniently tells you which items need to be adjusted and will provide you with the specific information needed to make any necessary adjustments either automatically or through this option, one transaction at a time.

#### **Results:**

##### **coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

##### **coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (*optional*)

##### **coAR7dy.dbf - Sales Code File**

- Sales Code File is Adjusted

##### **coIM1dy.dbf - Inventory Item File**

- Adjustment Recorded

- Historical Information Updated

##### **AR2GL.co – Accounts Receivable Integration File**

- General Ledger accounts updated

## **AUTOMATIC COS ADJUSTMENTS (AR0109)**

This option allows you to record cost adjustments to previous Inventory sales on a date range of invoices. This option is only available if **Accounts Receivable** is **interactive** with **Manufacturing Inventory Management**.

This option allows you to adjust the Cost of Sales on transactions you have already recorded. This option is designed to allow this function to occur automatically, based on a specified date range of invoices, instead of on a **“transaction by transaction”** basis. This would be required if inventory was sold before it was recorded as **“received”** in the inventory system. When inventory items are sold that have not yet been recorded as **“received,”** the system will record whatever costs are available to Cost of Sales.

However, the program has no idea what the costs of the remaining items are. The result is a negative number of units in the **“quantity to adjust”** field for the affected inventory items, indicating that items have been sold for a cost which has not been recorded. When the inventory receipt is recorded later, the cost **will not** be automatically adjusted for previous sales. Additionally, the quantities in the **“On-Hand”** and **“Available”** fields will not be correct because a portion of the items have already been sold.

This option allows you to adjust the Cost of Sales and to correct the inventory quantity fields **“On-Hand,”** and **“Available.”** This is an important adjustment to make so that your sales journals and commission reports reflect accurate Cost of Sales amounts, which are used in profit calculations.

For example, a retailer has **5** units of item **“X”** in stock. He receives **10** more units but doesn't have time to record the receipt. A customer walks in and buys all **15** units. Because the computer only knew about the original **5** units, it only records the cost of **5** units. The quantity to adjust field on item **X** is changed from **0** to **-10**.

If he then records the receipt of **10** items, he now shows **10** units on-hand which he really doesn't have. The Cost of Sales is off by the cost of **10** units and the quantity to adjust field still shows **-10**. By using the option **“Record COS Adjustments,”** he can bring up the original detail on an invoice by invoice basis. If multiple invoices need adjustment, then the option **“Automatic COS Adjustments”** would prove to be a more convenient mechanism to perform this task.

When this option is selected, a new screen will appear and a date range will be requested. This date range should include the time period for invoices that need to be adjusted. This can be within a single fiscal period or month, or a range of month. It can not, however, cross fiscal years.

Once the date range has been entered, <click> on the **“Start”** button to validate. The system will then begin the search through the files to determine automatically which invoices need to be adjusted. If the system finds an invoice that needs adjusted, it will first check to see if there have been additional receipts of inventory items since the Qty. to Adjust amount was created during invoicing. This is **required** for any adjustments to be made.

Next, the system will print a register that will show, on an invoice by invoice basis, all of the detail of what is occurring during the adjustment process. It will include the Customer Number and Name, transaction date, transaction number, inventory item numbers, sales codes, description, the quantities that were adjusted and the dollar amount of Cost of Sales adjustments.

Once this process has been completed, all files will have been updated and you will have a register for auditing purposes of everything that transpired. If only a portion of the Qty. to Adjust amount has been received since the transaction date, the system will only use the partial amount that is in inventory. When additional stock is received, this option would pick up the remaining balances accordingly.

This option may be run as often as desired and should be part of your normal processing cycle.

#### **NOTE**

You may use this option to determine the specific transactions that need to be modified. When this option is run, even if no items are available for adjustment, a register of transactions, by customer, will print with the customer number, transaction date, transaction number, item number and its description, the Qty. Adjusted, and COS Adjusted fields. If no quantities were adjusted, the message will print **“On-hand Qty Not Available.”**

Even though no quantities were adjusted, this report conveniently tells you which items need to be adjusted and will provide you with the specific information needed to make any necessary adjustments either automatically through this option, or through the option **“Record COS Adjustments”** one transaction at a time.

#### **Results:**

##### **coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

##### **coAR4dy.dbf - Transaction Detail File**

- Transaction Detail Records Added (*optional*)

##### **coAR7dy.dbf - Sales Code File**

- Sales Code File is Adjusted

##### **coIM1dy.dbf - Inventory Item File**

- Adjustment Recorded

- Historical Information Updated

##### **AR2GL.co – Accounts Receivable Integration File**

- General Ledger accounts updated



## CALCULATE FINANCE CHARGES (AR0106)

This option allows you to calculate and post finance charges to any customers with past due balances which fit into the criteria that have been defined in the **“Set Up Master Configuration”** menu option.

In the Master Configuration, you have defined whether or not finance charges will be calculated for your company, the finance charge rate, and if you wish to compound finance charges. You have also defined whether finance charges should be calculated for each individual customer. The program will use this information to process finance charges when you select this option.

The system will first ask you for the beginning and ending range of customers and the Region mask. Select the range of customers you want to calculate finance charges for. The system will then ask you for a reference number. It will be the transaction number that will be used for each transaction posted while executing this option. You may enter the reference number or leave it blank. The system will then ask for the Region Mask.

<Click> on the **“Start”** button to validate and begin calculating finance charges. The system will use the current system date to calculate the age of each open item of the customer. If the open item is past due and the number of days past due is more than the **“Cut Off Days”** specified in the Master Configuration, the amount of the open item will be included in the amount which will be charged finance charges.

Once all open items have been reviewed by the system, the amount of the unpaid finance charges will be added to the amount subject to finance charges, if the Master Configuration is set to compound interest. The amount subject to finance charges will then be charged interest based on the percentage set up in the Master Configuration. If the amount of finance charge calculated is greater than zero, but less than the minimum amount set up in the Master Configuration, the amount of finance charges will be set to the minimum finance charge amount (*defined in the Master Configuration*). A transaction will then be posted and the amount of finance charges will be added to the **“Unpaid”** and YTD finance charges for the customer.

### Results:

#### coAR1dy.dbf - Customer File

- Aging Summary Information is Updated

#### coAR3dy.dbf - Transaction File

- Transaction Record is Added (*optional*)

#### coAR4dy.dbf - Transaction Detail File

- Transaction Detail Records Added (*optional*)

#### coAR7dy.dbf - Sales Code File

- Sales Code History is Updated
- Sales Code Current Amounts are Updated

## CONSOLIDATE NEW BALANCE FORWARD (AR0107)

This option allows you to consolidate all open items for each customer (*assuming they are set up as balance forward accounts*) into one balance forward amount. This option also removes all paid items from the open items file for open items type customers. You should execute this option at least once a month to conserve disk storage space.

This option serves two purposes. First, it will consolidate the open items for Balance Forward type customers and second, it removes the paid open items, which were paid before the selected **“Removal Date,”** for Open Item type customers.

This will significantly reduce the size required for your open item file, if performed on a monthly basis. This option should be performed for Balance Forward accounts **only** after the customer statements have been printed. Once the option is executed, all figures will be adjusted.

Therefore, be sure to make a backup of your data files before this option is executed. Before selecting this option, be sure to have your system date set to a current date within your current fiscal year. When you select this option, a screen will be displayed showing a brief description of this option and then you may <click> on the **“Start”** button to begin the consolidation process.

The following describes what the system does to the customers' accounts for balance forward and open item type accounts.

## Balance Forward

For **Balance Forward** accounts, the system first accumulates all payments to the account. It then uses the total amount of payments to reduce previous balance forward amounts starting with the oldest amount. After paying off the old balance forward amounts or reducing them as much as possible, it then accumulates the remaining open items into a new balance forward amount with the transaction and due date set to the current system date. The only open items remaining on the customer's account will now be the balance forward amount. As new items are posted to the account, these will appear as open items until this option is performed again.

## Open Item

For **Open Item** accounts, as each invoice is paid, the system only marks the invoices as paid, but does not remove the open item from the open item file. This may use unnecessary disk space if the option to **“Consolidate New Balance Forward”** is not performed periodically. For each open item account, this option will physically remove the paid items from the open item file, which were paid before the selected **“Removal Date.”** Therefore, you may perform this option on a selective date basis. Any paid open item in the file prior to the selected Removal Date will be removed.

This will not affect the customer's account balances, but will reduce the amount of disk space required for the open item file. As an extra note, as long as this option is not run, you may use the **“Change an Open Item”** to alter the status of an open item.

If you had made a mistake and posted the wrong payment against a specific item, you would then be able to still go back and change its paid status back to (N)o and apply the payment against the correct item. This **“Change an Open Item”** option is an advanced feature and great caution should be exercised when attempting this since no accounting audit trail is maintained.

### Results:

#### coAR2.dbf - Open Item File

- New Balance Forward Calculated
- All Paid Open Items Removed

## Record Project Transactions

This section describes the options available under the **“Record Project Transactions”** menu option. This includes the calculation of billing amounts for projects currently in progress, the printing of all associated reports, and the generation of a project invoice and the actual update to all related files.

## CALCULATE SUGGESTED BILLING (JC20104)

This option allows you to calculate automatically what billings should be generated, based on current costs incurred and/or manual percent complete entries. When selecting this option, you will be asked to specify the range of projects that you want to Calculate Suggested Billings for. Enter the project number or press the **F2** key for special searches. You will next be asked to specify which project types should be calculated. You may specify a single type such as **“Percent Complete”** or you may specify **“All Types”** so that all projects are calculated at once. After you have selected your project types, you may specify a job mask to utilize when making these calculations.

Once you <click> on the “**Start**” button to begin, the system will look at current costs for each project specified and check the project file to determine the Project Type set up by project and then calculate the appropriate amounts. You may then proceed to the next option to print the “**Suggested Billing Report**” and the “**AIA Application for Payment/Draw**” to verify all amounts calculated by each project specified.

**NOTE**

This option should always be performed prior to running this report, and preceding the option to “**Enter Actual Billings.**” You may re-execute this option as many times as you want, since it only calculates the suggested billing. To update the suggested billing into the actual billing amounts, you must execute the option, “**Update Billing Information.**”

The suggested billing will be calculated automatically based on the following criteria by project type:

**1) Direct Billing**

The suggested billing amounts for **direct billing** type projects are based on the quantity amounts incurred as cost, billed at the unit billing rate of the billing code. Only those project codes that are **Cost & Billing** type codes will be used in this calculation. As each code is processed, if there is a current cost quantity that has not been billed, the system will multiply the quantity times the billing rate for this code.

If the billing rate number is “**1**,” then the rate will be the rate that was manually entered for this code. If the billing rate number is **2 - 20**, then the rate will be the unit rate set up in the Master Configuration for this billing rate number. Any **Cost Only** or **Billing Only** codes will not be used in this calculation.

**2) Cost Plus**

The suggested billing amounts for **Cost Plus** type projects are based on the dollar amounts incurred as cost, multiplied by the **Cost Plus Percentage** set up for this project. Only those project codes that are **Cost & Billing** type will be used in this calculation.

As each code is processed, if there is a current cost amount that has not been billed, the system will multiply the cost amount times the **Cost Plus Percentage** for this project. The total billing will be the sum of the cost **and** the cost plus calculated amounts. Any **Cost Only** or **Billing Only** codes will not be used in this calculation.

**3) Percent Complete**

The suggested billing amounts for **Percent Complete** type projects are based on either the estimated percent complete for each project code (*if entered*) or the calculated cost percent complete. This estimated or calculated percent complete will be multiplied by the amount of the billing budget to determine the Project-To-Date billing amount. Any previous billing amounts will be subtracted from this amount to produce the suggested billing amount.

One example of how this works is on billing for concrete. You may set up the first code for overall concrete as a **Billing Only** code with a budget of **\$10,000**. After this, there may be several **Cost Only** codes which have the actual costs amounts and budgets. The system will use the estimated percent complete (*if entered*) or the calculated percent complete to determine the overall percent complete of the category for concrete (*e.g., 50%*).

This percentage will be multiplied by the billing budget for concrete to determine the Project-To-Date billing amount ( $\$10,000 \times 50\% = \$5,000$ ). If there were any previous billings performed, they would be subtracted from this Project-To-Date billing amount to calculate the suggested billing amount, assuming **\$3,000** as the previous billing amount. ( $\$5,000 - \$3,000 = \$2,000$ )

This billing will be performed on all billing codes, which have a budgeted billing amount and are followed by cost codes which have current period costs.

#### 4) Completed Contract

The suggested billing amounts for **Completed Contract** type projects are calculated exactly the same as the **Percent Complete** type projects. The way the general ledger sales accounts are updated are the primary differences between these two types of billing types.

#### 5) Bank Draw

The suggested billing amounts for **Bank Draw** type projects are calculated exactly the same as the **Percent Complete** type projects. Billing methods again are the only differences between the two project types.

#### Results:

##### coJC1dy.dbf - Project File

- "Bill This Period?" set to (Y)es

##### coJC2dy.dbf - Project Detail File

- Current Suggested Billing Quantities and Dollars  
Updated

## ENTER/ADJUST ACTUAL BILLING (JC20105)

This option allows you to perform initial entry of project billings or adjust the automatic billing calculations. You may also specify if any costs need to be carried as **"Balance Forward"** into the next billing period. It is recommended that in the course of the normal billing cycle, that after you have performed the option **"Calculate Suggested Billing,"** that you first select the **"Print Billing Reports"** option and print the **"Suggested Billing Worksheet."**

This way you may verify how the system is proposing that you currently perform billings for your various projects. Once you have reviewed this report, you may want to make changes, and that is where this option fits into the cycle. This option allows you to make any necessary changes to the billing cycle before it is performed. You may also use this option when setting up initial billing amounts for a project. A key feature here is the ability to specify that specific costs will **not** be billed during the current period in which they were incurred, but have their balances brought forward to a future billing period.

This gives you the ability to hold invoicing of specific items without any interruption or inconvenience to your normal invoicing cycle. By placing these specific items in the **"Balance Forward"** category, the system will continue to hold them until you decide to finally invoice them for the project. This also prevents you from closing out any project and inadvertently not billing a client for work or services performed. You may also find this useful for placing items that may be questionable on a project **"On Hold"** until a resolution can be found. It is important to note, that only codes that have been classified as a **"Cost Only"** or a **"Cost and Billing"** code will be allowed to have the balances brought forward. Upon selecting this option, you will be asked to specify for which project you want to **"Enter or Adjust for Actual Billings."** Enter the project number or press the **F2** key for special searches.

After you have selected your project, the screen will refresh with the project name, the special field, the customer number, the project manager, and the project type listed at the top of the screen. The system will then allow you to **"Bill"** or **"Clear"** this project this period. If you <click> on the **"Clear"** button, all suggested billing amounts will be removed and this project will not be included in the billing reports. If you <click> on the **"Bill"** button, you may continue to make your billing adjustments. A new screen will display the column headings across the top. Below, all cost and billing codes will be listed for you to scroll through to select and make adjustments that you would like. You also have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **"OK."**

You will notice that each line of detail has an **"Adjust"** button. When you <click> on the **"Adjust"** button, depending on the type of code it is, a new screen will overlay and allow you to make adjustments.

If it is a **Cost Only** code, the cursor will move to the **New Balance Forward**. Enter the amount that you wish to place in **“Balance Forward.”** Quantities and Amounts may be entered at this point. As you enter the balance forward amounts, the current period cost amounts will be reduced appropriately. Once you <click> on the **“Save”** button to validate, you will return to the detail screen and you may proceed to the next item to change. If the item is set up as a **Cost and Billing Code**, then the cursor will first move to the Bill Quantity field to allow you to enter the quantity to be billed (*If this feature is turned on*). Next, the billing amount will automatically be displayed for this item, which you may accept or choose to override at this point. If the code is a **Cost Only** or **Cost and Billing** code, the cursor will next move to the **New Balance Forward** field where you may specify whether you want to place amounts into Balance Forward status.

Any code that is a **Billing Only** code will ask for the quantity and amount that you would like to change and skip to the next line, bypassing the New Balance Forward field. In all instances, the unit of measure will be displayed next to the Quantity field so that you know the type of units that have been assigned to a specific code. In the case of certain project types such as **“Percent Complete,”** a **“%”** will appear in the unit of measure column for billing codes so that percentage amounts and dollars may be entered at this point. Once you have made all necessary changes, simply <click> on the **“Save”** button to validate. Once you <click> on the **“Close”** button to validate, the system will allow you to enter the next project to review. <Click> on the **“Close”** button to exit if no more projects are desired. If you have transferred amounts into Balance Forward, you may again select the **“Calculate Suggested Billing”** option to recalculate your current billings. Now you may print the **“Suggested Billing Worksheet”** (*or any other billing report*) to verify any changes that you have made prior to executing the **“Update Billing Information”** menu option.

**Results:**

**coJC1dy.dbf - Project File**

- “Bill This Period?” Updated

**coJC2dy.dbf - Project Detail File**

- Current Billing Amounts and Current Cost and Balance Forward Amounts Updated

## Suggested Billing Worksheet (JC0201)

This option provides a report, which displays the suggested billing information by project. In addition, all cost information is detailed or summarized for your reference. You may use this report as a worksheet to calculate your actual billings. Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for special searches. Next, you will be prompted to specify the project types to be included in this report. You may specify a single type such as **“Percent Complete”** or you may specify **“All Types”** so that all projects are printed at once. After you have selected your range of projects, you may specify your manager mask or all managers when printing this report. You will next be asked to specify which Report Level should be used when printing this report. This gives you the flexibility to determine how detailed you want to see this report. You may only be interested in totals by overall project code. However, you may want to see all detail by employee or material items for detail billing purposes. Whichever your preference, simply specify the level desired. And finally, you may choose to mask on a project number, if so desired. Once you <click> on the **“Start”** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

**Field Names:**

- |                                 |                               |
|---------------------------------|-------------------------------|
| - Project/Job #                 | - Project-To-Date             |
| - Customer #                    | - Current Period              |
| - Description                   | - Current Period              |
| - Manager                       | - Complete ( <i>Percent</i> ) |
| - Actual                        | - Grand Totals                |
| - Actual Costs- Project-To-Date |                               |

**NOTE**

All Amounts are listed by **Dollar Amounts** and by **Quantity Amounts** displayed as **\$:** and **Q:** respectively.

## Suggested Billing Worksheet

Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Type)

Page 1  
(4) 04/06/2006

Project#	Description	Manager	Actual Costs		Billing Information		Complete	Actual
Customer			PTD	Current	PTD	Suggested		
96-0013	Hart's Nursery	BM						
HARC1	Fred Hart							
* Project Type : Bank Draw								
* Contract Amount:				\$165,000.00				
* Maximum Draw :				\$135,000.00				
* PTD Draw Amount:				\$121,185.25				
1	Commercial Construction	\$:	\$148,134.56	\$2,900.00	\$165,000.00	\$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	
9*	Overhead Allocated	\$:	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
** Grand Totals:		\$:	\$148,134.56	\$2,900.00	\$165,000.00	\$0.00	102.21%	
		Q:	2,340.00	0.00	0.00	0.00	1258.06%	

\* Number of records printed: 1

Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Phase)

Page 1  
(4) 04/06/2006

Project# Customer	Description	Manager	Actual Costs		Billing Information		Complete	Actual
			PTD	Current	PTD	Suggested		
96-0013	Hart's Nursery	BM						
HARC:1	Fred Hart							
* Project Type : Bank Draw								
* Contract Amount:			\$165,000.00					
* Maximum Draw :			\$135,000.00					
* PTD Draw Amount:			\$121,185.25					
1	Commercial Construction							
1 C	Concrete	\$:	\$52,911.63	\$250.00	\$59,300.00	\$0.00	101.29%	
		Q:	1,330.00	0.00	0.00	0.00	715.05%	
1 F	Framing	\$:	\$45,487.80	\$2,000.00	\$51,300.00	\$0.00	105.05%	
		Q:	482.00	0.00	0.00	0.00	0.00%	
1 R	Roofing	\$:	\$49,735.13	\$650.00	\$54,400.00	\$0.00	100.68%	
		Q:	528.00	0.00	0.00	0.00	0.00%	
* Total Commercial Construction			\$:	\$148,134.56	\$2,900.00	\$165,000.00	\$0.00	102.21%
		Q:		2,340.00	0.00	0.00	1258.06%	
9*	Overhead Allocated							
* Total Overhead Allocated			\$:	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Q:		0.00	0.00	0.00	0.00	0.00%
** Grand Totals:			\$:	\$148,134.56	\$2,900.00	\$165,000.00	\$0.00	102.21%
		Q:		2,340.00	0.00	0.00	0.00	1258.06%

\* Number of records printed: 1

Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Code)

Page 1  
(4) 04/06/2006

Project# Customer	Description	Manager	Actual Costs PTD	Current	Billing Information PTD	Suggested	Complete	Actual
96-0013 HARC1	Hart's Nursery Fred Hart	BM						
* Project Type : Bank Draw								
* Contract Amount:			\$165,000.00					
* Maximum Draw :			\$135,000.00					
* PTD Draw Amount:			\$121,185.25					
1	Commercial Construction							
1 C	Concrete	\$:	\$0.00	\$0.00	\$59,300.00	\$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
1 C L	Concrete - Labor							
1 C L	Concrete - Labor	\$:	\$1,100.00	\$0.00	—	—	100.00%	
	Conners, Charles S.	Q:	80.00	0.00	—	—	100.00%	
1 C L	Concrete - Labor	\$:	\$1,350.00	\$0.00	—	—	100.00%	
	Elliot, Frank	Q:	80.00	0.00	—	—	80.00%	
1 C L	Concrete - Labor	\$:	\$975.00	\$0.00	—	—	100.00%	
	Franklin, Albert T.	Q:	80.00	0.00	—	—	8000.00%	
1 C L	Concrete - Labor							
* Total Concrete - Labor			\$:	\$3,425.00	\$0.00	\$59,300.00	\$0.00	100.00%
		Q:	240.00	0.00	0.00	0.00	132.60%	
1 C M	Concrete - Materials	\$:	\$9,520.00	\$0.00	—	—	100.00%	
	3000 PSI Concrete	Q:	1.00	0.00	—	—	100.00%	
1 C M	Concrete - Materials	\$:	\$1,872.00	\$0.00	—	—	92.86%	
	Reinforcement Rods	Q:	1.00	0.00	—	—	100.00%	
1 C M	Concrete - Materials	\$:	\$1,057.50	\$0.00	—	—	94.00%	
	Sand	Q:	1.00	0.00	—	—	100.00%	
1 C M	Concrete - Materials	\$:	\$2,700.00	\$0.00	—	—	120.00%	
	Scaffold	Q:	1.00	0.00	—	—	100.00%	
1 C M	Concrete - Materials	\$:	\$0.00	\$0.00	—	—	0.00%	
	Vendor:SUN1	Q:	929.00	0.00	—	—	0.00%	
1 C M	Concrete - Materials	\$:	\$6,159.23	\$0.00	—	—	102.67%	
	Wire	Q:	1.00	0.00	—	—	100.00%	



Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Code)

Page 2  
(4) 04/06/2006

Project# Customer	Description	Manager	Actual Costs PTD	Current	Billing Information PTD	Suggested	Complete	Actual
1 C M	Concrete - Materials	\$:	\$18,627.90	\$0.00	—	—	100.15%	
	Yds of concrete	Q:	1.00	0.00	—	—	100.15%	
* Total Concrete - Materials		\$:	\$39,936.63	\$0.00	\$0.00	\$0.00	101.08%	
		Q:	935.00	0.00	0.00	0.00	18700.00%	
1 C S	Concrete - Sub-Contract	\$:	\$250.00	\$250.00	—	—	0.00%	
	Supplier:PICF	Q:	0.00	0.00	—	—	0.00%	
1 C S	Concrete - Sub-Contract	\$:	\$9,300.00	\$0.00	—	—	100.00%	
	Vendor:S&S	Q:	155.00	0.00	—	—	100.00%	
* Total Concrete - Sub-Contract		\$:	\$9,550.00	\$250.00	\$0.00	\$0.00	102.69%	
		Q:	155.00	0.00	0.00	0.00	0.00%	
* Total Concrete		\$:	\$52,911.63	\$250.00	\$59,300.00	\$0.00	101.29%	
		Q:	1,330.00	0.00	0.00	0.00	715.05%	
1 F	Framing	\$:	\$0.00	\$0.00	\$51,300.00	\$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
1 F L	Framing - Labor							
1 F L	Framing - Labor	\$:	\$1,325.00	\$0.00	—	—	0.00%	
	Conners, Charles S.	Q:	80.00	0.00	—	—	0.00%	
1 F L	Framing - Labor	\$:	\$1,525.00	\$0.00	—	—	0.00%	
	Elliot, Frank	Q:	80.00	0.00	—	—	0.00%	
1 F L	Framing - Labor	\$:	\$397.50	\$0.00	—	—	0.00%	
	Franklin, Albert T.	Q:	24.00	0.00	—	—	0.00%	
1 F L	Framing - Labor	\$:	\$1,325.00	\$0.00	—	—	0.00%	
	Wright, Ron	Q:	80.00	0.00	—	—	0.00%	
* Total Framing - Labor		\$:	\$4,572.50	\$0.00	\$0.00	\$0.00	106.34%	
		Q:	264.00	0.00	0.00	0.00	0.00%	
1 F M	Framing - Materials							
1 F M	Framing - Materials	\$:	\$2,000.00	\$2,000.00	\$0.00	\$0.00	0.00%	
	Supplier:FLO1	Q:	0.00	0.00	0.00	0.00	0.00%	

Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Code)

Page 3  
(4) 04/06/2006

Project# Customer	Description	Manager /	Actual Costs PTD	Current	Billing Information PTD	Suggested	Complete	Actual
1 F M	Framing - Materials	\$:	\$25,895.30	\$0.00	\$0.00	\$0.00	0.00%	
	Vendor:FLO1	Q:	1.00	0.00	0.00	0.00	0.00%	
<hr/>								
* Total Framing - Materials		\$:	\$27,895.30	\$2,000.00	\$0.00	\$0.00	107.29%	
		Q:	1.00	0.00	0.00	0.00	0.00%	
<hr/>								
1 F S	Framing - Sub-Contract							
1 F S	Framing - Sub-Contract	\$:	\$13,020.00	\$0.00	—	—	0.00%	
	Vendor:S&S	Q:	217.00	0.00	—	—	0.00%	
* Total Framing - Sub-Contract		\$:	\$13,020.00	\$0.00	\$0.00	\$0.00	100.15%	
		Q:	217.00	0.00	0.00	0.00	0.00%	
<hr/>								
* Total Framing		\$:	\$45,487.80	\$2,000.00	\$51,300.00	\$0.00	105.05%	
		Q:	482.00	0.00	0.00	0.00	0.00%	
<hr/>								
1 R	Roofing	\$:	\$0.00	\$0.00	\$54,400.00	\$0.00	0.00%	
		Q:	0.00	0.00	0.00	0.00	0.00%	
<hr/>								
1 R L	Roofing - Labor							
1 R L	Roofing - Labor	\$:	\$1,275.00	\$0.00	—	—	0.00%	
	Conners, Charles S.	Q:	80.00	0.00	—	—	0.00%	
1 R L	Roofing - Labor	\$:	\$1,350.00	\$0.00	—	—	0.00%	
	Elliot, Frank	Q:	80.00	0.00	—	—	0.00%	
1 R L	Roofing - Labor	\$:	\$1,275.00	\$0.00	—	—	0.00%	
	Franklin, Albert T.	Q:	80.00	0.00	—	—	0.00%	
1 R L	Roofing - Labor	\$:	\$637.50	\$0.00	—	—	0.00%	
	Gordon, Jim	Q:	40.00	0.00	—	—	0.00%	
1 R L	Roofing - Labor							
* Total Roofing - Labor		\$:	\$4,537.50	\$0.00	\$0.00	\$0.00	92.60%	
		Q:	280.00	0.00	0.00	0.00	0.00%	
<hr/>								
1 R M	Roofing - Materials							

Infinity POWER Sample Company, Inc.  
Suggested Billing Worksheet  
(Detail Level: Code)

Page 4  
(4) 04/06/2006

Project# Customer	Description	Manager	Actual Costs PTD	Current	Billing Information PTD	Suggested	Complete	Actual
1 R M	Roofing - Materials Vendor:BOW1	\$: Q:	\$29,727.63 1.00	\$0.00 0.00	\$0.00 0.00	\$0.00 0.00	0.00% 0.00%	
<hr/>								
* Total Roofing - Materials		\$: Q:	\$29,727.63 1.00	\$0.00 0.00	\$0.00 0.00	\$0.00 0.00	100.09% 0.00%	
<hr/>								
1 R S	Roofing - Sub-Contract							
1 R S	Roofing - Sub-Contract Supplier:PICF	\$: Q:	\$650.00 0.00	\$650.00 0.00	— —	— —	0.00% 0.00%	
1 R S	Roofing - Sub-Contract Vendor:S&S	\$: Q:	\$14,820.00 247.00	\$0.00 0.00	— —	— —	0.00% 0.00%	
* Total Roofing - Sub-Contract		\$: Q:	\$15,470.00 247.00	\$650.00 0.00	\$0.00 0.00	\$0.00 0.00	104.53% 0.00%	
<hr/>								
* Total Roofing		\$: Q:	\$49,735.13 528.00	\$650.00 0.00	\$54,400.00 0.00	\$0.00 0.00	100.68% 0.00%	
<hr/>								
* Total Commercial Construction		\$: Q:	\$148,134.56 2,340.00	\$2,900.00 0.00	\$165,000.00 0.00	\$0.00 0.00	102.21% 1258.06%	
<hr/>								
9*	Overhead Allocated							
* Total Overhead Allocated		\$: Q:	\$0.00 0.00	\$0.00 0.00	\$0.00 0.00	\$0.00 0.00	0.00% 0.00%	
<hr/>								
** Grand Totals:		\$: Q:	\$148,134.56 2,340.00	\$2,900.00 0.00	\$165,000.00 0.00	\$0.00 0.00	102.21% 1258.06%	

\* Number of records printed: 1

## ACTUAL BILLING SUMMARY (JC0202)

This report prints the current billing information for each project. This information will be recorded automatically when you select the option **“Update Billing Information.”** This report is designed to give you the necessary detail for you to see what is specifically going to be updated to each of your projects when you select the **“Update Billing Information”** menu option. If you find any changes that need to be made, you may execute the option **“Enter/Adjust Actual Billing”** before proceeding. If you do make any changes, you should print this report again to verify all changes made to the system. Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for searches. Next, you will be prompted to specify the project types to be included in this report. You may specify a single type such as **“Percent Complete”** or you may specify **“All Types”** so that all projects are printed at once. After you have selected your range of projects, you may specify a specific manager or all managers and a project number mask when printing this report.

Once you <click> on the **“Start”** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

### Field Names:

- Job/Project Number
- Project Description
- Type
- Customer Name
- Manager #
- Manager Name
- Project Code
- Sales Code
- Project Code Description
- Percent Complete
- Quantity
- U/M (*Unit of Measure*)
- Unit (*Price*)
- Bill Amount
- Total

## Actual Billing Summary

Infinity POWER Sample Company, Inc.  
Actual Billing Summary

Page 1  
(4) 04/06/2006

Project#	Description	Type	Customer	Name	Mgr #	Name
96-0013	Hart's Nursery	Bank Draw	HARC1	Fred Hart	BM	Bill Maguire
Cost Code	Sales Code	Description	Quantity	U/M	Rate	Bill Amount
1 C	51101	Concrete			25.00	Each
						\$300.00
						\$7,500.00
					Total:	\$7,500.00

\* Number of records printed: 1

## APPLICATION FOR PAYMENT/DRAW (JC0223)

This report provides a document, which summarizes the information generally accepted as adequate backup for requesting a progress billing or bank draw on a project. This report is in the same format as the A.I.A. Application for Payment/Draw report (**G703**). Upon selecting this option, you will be asked to specify the range of projects on which you wish to report. Enter the project number or press the **F2** key for searches.

Next, you will be prompted to specify the Report Type that you want. Your choices are:

- 1) **Billing Information**
- 2) **Cost Information (Draw)**

Based on your type of business, you would use the following as a guideline as to which method you would select.

### Billing Information

If you are a Sub-Contractor or any other firm that is required to provide billings based on the American Institute of Architects reporting requirements, then you would specify option #1 as the method to use when printing this report. The option **“Calculate Suggested Billing”** should be performed before printing this report to allow the report to show current billing dollars. Once you press **ENTER** to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

### Cost Information (Draw)

If you are a Custom Home Builder or any other firm that collects draws based on cost incurred on a project, then you would specify this type as the method to use when printing this report.

After you have selected your Report Type, you may specify a specific manager to be included on this report or all managers. You will next be asked to specify which Report Level should be used when printing this report. This gives you the flexibility to determine how detailed you want to see this report. You may only be interested in totals by overall project code. However, you may want to see all detail by employee or material items for detail billing purposes. Whichever your preference, simply specify the level desired. And finally, you may choose to mask on a project number, if so desired.

Once you <click> on the **“Start”** button to begin, the system will begin printing the report. The detail level specified will appear at the top of the report.

#### Field Names:

- Job/Project Number
- Project Description
- Scheduled Value (*Budget*)
- Previous Amount (*PTD - Current*)
- Current Amount
- Total Completed (*Previous + Current*)
- Percent Complete (*Total / Budget x 100*)
- Balance to Finish (*Budget - Total*)
- Retainage (*Current & Total*)
- Grand Total

## Billing Information

Infinity POWER Sample Company, Inc.  
Application for Payment / Draw  
(Detail Level: Phase)

Page 1  
(4) 04/28/2006

Project#	Description	Scheduled Value	Previous Amount Current Amount	Total Completed	Percent Complete	Balance to Finish	Retainage Cur./Total
96-0013	Hart's Nursery						
1	Commercial Construction	\$0.00	\$0.00 \$0.00	\$0.00	0.00%	\$0.00	\$0.00 \$0.00
1 C	Concrete	\$59,300.00	\$59,300.00 \$7,500.00	\$66,800.00	112.65%	\$7,500.00-	\$1,125.00 \$10,020.00
1 F	Framing	\$51,300.00	\$51,300.00 \$0.00	\$51,300.00	100.00%	\$0.00	\$0.00 \$7,695.00
1 R	Roofing	\$54,400.00	\$54,400.00 \$0.00	\$54,400.00	100.00%	\$0.00	\$0.00 \$8,160.00
* Total Commercial Construction		\$165,000.00	\$165,000.00 \$7,500.00	\$172,500.00	104.55%	\$7,500.00-	\$1,125.00 \$25,875.00
<hr/>							
9*	Overhead Allocated						
* Total Overhead Allocated		\$0.00	\$0.00 \$0.00	\$0.00	0.00%	\$0.00	\$0.00 \$0.00
<hr/>							
** Grand Totals:		\$165,000.00	\$165,000.00 \$7,500.00	\$172,500.00	104.55%	\$7,500.00-	\$1,125.00 \$25,875.00
<hr/>							

\* Number of records printed: 1

## Cost Information

Infinity POWER Sample Company, Inc.  
Application for Payment / Draw  
(Detail Level: Phase)

Page 1  
(4) 04/28/2006

Project#	Description	Scheduled Value	Previous Amount Current Amount	Total Completed	Percent Complete	Balance to Finish	Retainage Cur./Total
96-0013	Hart's Nursery						
1	Commercial Construction						
1 C	Concrete	\$52,235.25	\$52,661.63 \$250.00	\$52,911.63	101.29%	\$676.38-	\$37.50 \$7,936.74
1 F	Framing	\$43,300.00	\$43,487.80 \$2,000.00	\$45,487.80	105.05%	\$2,187.80-	\$300.00 \$6,823.18
1 R	Roofing	\$49,400.00	\$49,085.13 \$650.00	\$49,735.13	100.68%	\$335.13-	\$97.50 \$7,460.27
* Total Commercial Construction		\$144,935.25	\$145,234.56 \$2,900.00	\$148,134.56	102.21%	\$3,199.31-	\$435.00 \$22,220.19
<hr/>							
9*	Overhead Allocated	\$0.00	\$0.00 \$0.00	\$0.00	0.00%	\$0.00	\$0.00 \$0.00
* Total Overhead Allocated		\$0.00	\$0.00 \$0.00	\$0.00	0.00%	\$0.00	\$0.00 \$0.00
<hr/>							
** Grand Totals:		\$144,935.25	\$145,234.56 \$2,900.00	\$148,134.56	102.21%	\$3,199.31-	\$435.00 \$22,220.19
<hr/>							

\* Number of records printed: 1



## PERFORM PROJECT BILLING (AR0108)

This option allows you to record the actual billing information as determined by the current period billing information, which was calculated and/or entered above. In addition, it prints an invoice, and updates the project and customer files.

This option should be used to perform the billing for projects in the **Job Cost Main Module**. This option will enter transactions into the Accounts Receivable system, update the Job Cost system, and print the invoice on a formal document for your customer. The form that will be used is the **“Invoice Form”** you have set up in the Master Configuration and will be loaded by the system when this option is selected. It is recommended that a form type similar to **“INVJC”** be used to reflect a format more compatible with normal project billing.

After selecting this option, you will be asked for the project number. Select the project that you would like to **“bill”** during this transaction or <click> the **Down Arrow (F2 by default)** to scroll through the project file. Only one project per invoice is allowed, although many various billing codes on a single project may be allocated.

Once the project has been selected, the system will then select the customer assigned to the project, set the overhead default information, and read the invoicing information that was calculated using the option **“Calculate Suggested Billing.”** If this customer has been assigned a default AR Sales Code in their customer record, this is the Accounts Receivable account that will be used for this transaction. Otherwise, the Accounts Receivable account defined in the **Accounts Receivable Master Configuration** will be used.

There are several screens that will be used to enter the transaction. The data items on the overhead screen are described below.

<b>Customer Number</b>	This item allows you to change the customer that you would like to bill for this project. The default will be the customer set up in the project master file. You may press <b>ENTER</b> to accept the default customer or select another customer.
<b>Trans. Type</b>	<p>This field defines the transaction type (<i>e.g., invoice, credit memo, debit memo, etc.</i>). You may &lt;click&gt; on the arrow to review a <i>“Pop Up”</i> window displaying the transaction types. Select the transaction type you wish to use and press the <b>TAB</b> key to go to the next field.</p> <p><b>NOTE:</b> If you choose Credit Memo, the system will automatically reverse the sign of the quantities (or extended prices) entered to indicate a credit to the customer's account.</p>
<b>Tax Rate #</b>	This is the tax rate number that should be used in the calculation of sales tax for this transaction. The default will be the tax rate set up in the project's master file. You may press the <b>F2</b> key to scroll through the tax rate file to make your selection. After the tax rate has been selected, the tax rate description will be displayed below this data item.
<b>Price Level</b>	<p>This is the price level in inventory that will be used when calculating the unit price of inventory items. If you are not interactive with the Manufacturing Inventory Management module, the system will not display this data item.</p> <p>If you are interactive with Manufacturing Inventory Management, you may select the price level or &lt;click&gt; on the arrow to review a <i>“Pop Up”</i> menu to choose the price level. The default will be the price level set up in the project's master file.</p>

<b>Discount %</b>	<p>This is the overall discount that will be given on this transaction. The default will be the discount set up in the customer's master file. The system will calculate this discount on the total of the extended prices entered for this transaction. This discount amount will be posted to the <b>"Sales Discount"</b> sales code set up in the Master Configuration.</p> <p><b>NOTE:</b> Any discounts given to the customer will not be reflected in the project billing information. The project will reflect only total billing amounts.</p>
<b>Salesman</b>	<p>This is the salesman number of the salesman you would like to assign to this transaction. The default will be the salesman set up in the project's master file. You may enter the salesman number, press the <b>TAB</b> key to accept the default salesman, or use the <b>F2</b> key to scroll through the salesman file. Once the salesman number has been selected, the salesman name will be displayed below this data item. The salesman number entered here will be used by the system to later calculate the commissions by salesman.</p>
<b>Terms Type/ # Days</b>	<p>These two data fields are used to define the due date of the transaction. The default will be the terms set up in the customer's master file.</p>
<b>Fixed Due Date</b>	<p>If the terms are defined as <b>"Fixed Due Date,"</b> the system will then ask for the due date to be entered. The system will not calculate any due date but use the date entered as the due date of the transaction.</p>
<b>Net Days</b>	<p>If the terms are defined as <b>"Net Days,"</b> the system will then ask for the <b>"Number of Days."</b> You may enter the number of days from the invoice date the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.</p>
<b>Net Days EOM</b>	<p>If the terms are defined as <b>"Net Days EOM,"</b> the system will then ask for the <b>"Number of Days."</b> You must enter the number of days from the end of the month the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.</p>
<b>Terms Desc.</b>	<p>This is a twenty (20) character description of the terms for this transaction. The default will be the terms description set up in the customer's master file. This terms description will be displayed on the form printed when this transaction is completed.</p>
<b>Transaction Number</b>	<p>If the numbering sequence is set up in the Master Configuration, this item will be set to <b>"Automatic"</b> and you will not be allowed to enter this data item. The system will automatically use the sequence number and then increment the number when the transaction is validated. If the numbering sequence is turned off for this transaction, you must enter the transaction number here. The number may be up to ten characters in length.</p>
<b>Retainage %</b>	<p>This percentage will be used to calculate the retainage amount for this invoice. The retainage will only be calculated on an invoice type transaction. The amount of retainage will be subtracted from the invoice and posted as a separate, retainage type, invoice.</p>
<b>Date Ordered</b>	<p>This is the date that the customer originally placed the order. You may press <b>TAB</b> to default to the current system date. This field will be displayed on some invoice forms.</p>

<b>Open Item Description</b>	This is the twenty (20) character description that you would like to assign this transaction. This description will be displayed on all aging reports, transaction registers, and customer statements. If you leave this data item as the default, the system will use the transaction type description.
<b>Customer PO#</b>	This is a twenty (20) character field for the customer's purchase order number. This field will be displayed on some invoice forms.
<b>Shipping Instructions</b>	This is a twenty (20) character field for a description of any special shipping instructions that may be necessary for this transaction. This field will be displayed on some invoice forms.
<b>Freight Amount</b>	<p>This is the dollar amount of freight that you would like to charge this customer for this transaction. This amount will be added to the net amount of the invoice and also post this amount to the sales code for freight set up in the Master Configuration.</p> <p><b>NOTE:</b> This freight amount will not be reflected in the project billing information. The project will reflect only total billing amounts.</p>
<b>Deposit Amount</b>	<p>This is the dollar amount of deposit that you have already received from this customer that is to be applied toward this transaction. This deposit amount will be shown on the invoice form and reduce the amount due.</p> <p>If a deposit amount is entered, the system will create two transactions in the open item file and the transaction file. The first transaction will be the total amount of the invoice not including the deposit amount. The second transaction will be a duplicate of the first except the type will indicate <b>“Deposit”</b> and the amount will be the amount of deposit.</p> <p>This will enable you to have a better audit trail of the transaction, an accurate account of the sale and cash received. This deposit amount will be credited to the cash sales code set up in the Master Configuration.</p>

## Details

By <clicking> on the **“Details”** button, the system will display a scrolling screen in which you may enter the detail of the transaction. The top of this screen displays the total amounts such as Subtotal, Subtotal after Discount, Tax, Freight, and Invoice Total. The bottom portion of the screen is a scrolling window, which allows you two hundred lines of detail for the transaction. This detail information will automatically contain all of the suggested billing figures which you may edit or adjust, add new billing detail, and/or add further description lines for printing on the invoice. The following describes each of the data items for each line of detail.

## Code

This is the sales code which classifies the sale for this line. You may enter the sales code or press the **F2** key to scroll through the sales code file.

The **“TEXT”** sales codes work during invoicing in Accounts Receivable to allow free form text notes that will print on the invoices. This replaces the need to use “.” and “..” sales codes where the limit of characters per line is only thirty (30) characters each. This option allows ten (10) lines of free form text for each **“TEXT”** sales code entered which is centered on the invoice form and is sixty (60) characters wide and uses an auto-wrap feature during data entry. Further, although the **“TEXT”** sales code may be up to ten (10) lines in length, each one only uses a single line during data entry so as not to consume all of the lines of the invoices’ detail section. Multiple **“TEXT”** sales codes can be used for each invoice. This is ideal for highly descriptive invoice writing capabilities.

The **“.TEXT”** sales code can be used and created as a **“template”** for repeated use. Templates can store any information that will be repeated on a series of invoices. This option allows users to create standard groups of text statements that can be used repetitively on invoices and sales orders and selected during invoicing and Sales Order Entry without having to re-key the same information into the system time and again. This would be ideal for items such as warranty statements, support policies, return policies and much more!

There are both **“.TEXT”** and **“..TEXT”** sales codes to be added to each system similar to the use of all other sales codes in the system. A single dot sales code does not have to be attached to any inventory items whereas double dot sales code items are associated to the previous inventory item entered into the system.

If you are creating a new company from scratch, these two sales code variations will be created automatically by the software. For existing **Infinity POWER** users upgrading from a prior version, these sales codes have to be added manually to each company that you are processing in. No other data such as, General Ledger account numbers and such are required to be setup.

However, existing users will have to **“pack”** their data files first before they will have access to this option. To **“pack”** your data files, select the menu option, **“Maintain Data Files,”** and select **“\*\*ALL FILES\*\*.”**

If you wish to bill directly to the project, you <click> on the **“Job”** button to retrieve the project information. A window will appear asking for the information necessary to bill the project.

#### **NOTE**

The only billing amounts that will update the project information are those entered on lines that you use the **“Job”** button to indicate the project detail.

The project number and description will be displayed and the two data items needed to select the project detail must be entered. The following describes these data items.

#### **1) Phase/Sub**

This is the billing code that will be used to record the billing information in the project. You may enter the billing code, or press the **F2** key to scroll the Cost and Billing Code file to make your selection. If the billing code that you select is configured for **Cost Only**, you will be given a warning and must re-enter the code. Once the billing code has been selected, the description will be displayed beside the code.

#### **2) Detail Description**

This is the additional twenty **(20)** character detail description of the project detail. This will only be used if you have configured the Job Cost module to sort the detail description.

Once you have entered the above data items, the system will search the project detail file for this billing code and detail. If the detail has not already been set up, a scrolling screen will appear from which you may make your selection. If you have configured the Job Cost module to not require billing budgets, you may <click> on the **“Add”** button at this time to add the new billing detail the project detail file. Once the project billing detail has been selected, the system will set the sales code to the one set up in the Cost and Billing Code File for this Billing Code. If this code's default sales code is non-existent, then you will be allowed to select a near match.

If the sales code selected has a period **“.”** as the first character of the sales code, the system will recognize this as a description line only. In this case, you will be allowed to enter only the description line and then move to the next line of data. This gives you the flexibility to create as descriptive an invoice as you desire. You may also mix various lines of descriptions. In other words, lines of descriptions do not have to all be in one single order. Therefore, you may enter a project billing code, and then enter a line of description only. Then, you may add another code and six lines of description and so on.

<b>Description</b>	This is a thirty (30) character ( <i>alpha/numeric</i> ) field for the description you would enter for this line of the transaction. If you press <b>TAB</b> , the description will default to the description of the Billing Code. If you have selected a Billing Code for this line, the Billing Code and Detail description will be displayed to the right of this data item.
<b>Phase/Sub</b>	The field immediately to the right side of the description on each data line is reserved for the Billing Code number. The heading for this field will be the heading set up in the Job Cost Master Configuration. If you have selected a Billing Code item for this line, the Billing Code number will be displayed.
<b>Detailed Description</b>	The field on the far right side on each data line is reserved for the Detail Description of the project detail. The heading for this field will be the heading set up in the Job Cost Master Configuration. If you have selected a Billing Code item for this line, the Detail Description will be displayed.
<b>Tax</b>	This check box indicates whether or not this item is taxable. The default value will be the value set up for the sales code of this line. You will not be allowed to change this data item unless you have set “ <b>Override Tax by Line</b> ” in the Master Configuration to be turned “ <b>on.</b> ”
<b>Quantity</b>	This is the quantity of the item you are billing. This field may be left at zero, in which case you will have to enter the extended price manually. If the current transaction is a credit memo, this quantity will be assumed to be a negative number. If you are billing a project code, this is the quantity that will update the Quantity Billed, if you have configured the Job Cost module to track quantities.
<b>U/M</b>	This is a four (4) character field for the unit of measure for this item. If you are billing a project code, this will default to the unit of measure set up for the Billing Code selected.
<b>Unit Price</b>	This is the unit price of the item being billed. This will be multiplied by the quantity to calculate the extended price. If you are billing a project code, the default unit price will be the billing rate set up for the Billing Code.
<b>Extended Price</b>	<p>This is the calculated extended price for this line of the transaction. You may press the <b>TAB</b> key to accept the calculated extended price or change the price for any adjustments necessary.</p> <p>When you have entered all detail lines necessary for this transaction, you may &lt;click&gt; on the “<b>Save</b>” button to save this information.</p>
<b>Add. COS</b>	<p>By &lt;clicking&gt; on the “<b>Add. COS</b>” button, the system will allow you to enter the additional cost of sales amount for this transaction. This may be used if you wish to include an additional amount of cost that was not recorded in the project. The sales journal and commission reports that you may print later will include this cost and will calculate a gross profit amount and percentage. Using this field for additional costs will insure accurate gross profit calculations on these reports. A small window which will allow you to enter the additional cost of sales amount and sales code will appear.</p> <p>This sales code will be used when posting the cost amount to the sales code file. You may press <b>ENTER</b> to scroll through the sales code file to make your selection.</p>

	<p><b>NOTE:</b> This additional cost of sales amount will not be reflected in the project cost information. The project will reflect only costs that have been recorded directly in the Job Cost Module, or through Accounts Payable, Purchase Order, Payroll, or Inventory modules that are interactive with Job Cost.</p> <p>When you have entered the Additional Cost of Sales for this transaction, you may &lt;click&gt; on the <b>“Save”</b> button to save this information.</p>
<b>Address</b>	<p>By &lt;clicking&gt; on the <b>“Address”</b> button the system allows you to change the shipping and billing addresses for the customer and the customer's <b>“Ship To:”</b> name. A new window will be displayed which will allow you to change the address. This is where you would make the inputs for <b>“one time”</b> invoices. If multiple ship-to addresses have been defined for this customer, you may &lt;click&gt; on the <b>“Select”</b> button. This will <i>“pop-up”</i> a window that will display all of the Ship-To Addresses that have been set up for this customer. You may use the up and down arrow keys to scroll through the listing to select the address you want. These changes will not affect the customer's master file, but will only override the master file for this particular transaction. Enter the necessary changes and then &lt;click&gt; on the <b>“Save”</b> button to validate and return to the overhead screens.</p>

Enter the necessary changes and then <click> on the **“Save”** button to validate and return to the main screens. You may now <click> on the **“Post”** button to validate the transaction, save the open item, save the transaction record, update the Job Cost files, and print the invoice form. After you <click> on the **“Post”** button to validate, if the transaction type is **“Invoice,”** the system will display a small window showing the retainage percent and amount that will be posted. You may change the calculated amount or <click> on the **“Save”** button to accept the calculated value.

The system will then proceed to update all applicable files prior to the printing of the invoice form. A small box will appear on the screen specifying which is currently being updated. Once this process is complete, the invoice will then start printing. After the form has been printed, you will be asked if you need to print the form again.

**Results:**

**coAR1dy.dbf - Customer File**

- Customer History is Updated
- Customer Aging Totals are Updated

**coAR2.dbf - Open Item File**

- Open Item Record is Added

**coAR3dy.dbf - Transaction File**

- Transaction Record is Added (*optional*)

**coAR5dy.dbf - Manager File**

- Manager History is Updated

**coAR7dy.dbf - Sales Code File**

- Sales Code History is Updated
- Sales Code Current Amounts are Updated

**coJC1dy.dbf - Project File**

- Historical Billing Information Updated
- Current Retainage Amount Updated (*if applicable*)

**coJC2dy.dbf - Project Detail File**

- Historical Billing Information Updated
- Current Billing Information Cleared
- Current Cost Information Cleared
- Balance Forward Cost placed in Current

**coJC3dy.dbf - Project Transaction File**  
(*optional*)

- Transaction Records Added for:
- Billing Information
- Cost of Sales Information

## CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Accounts Receivable** module. The equations used to calculate the amounts on the reports; and how these reports are generated (*through the use of various questions asked by the system*) is discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Most reports do not update the actual files. However, the Sales Code Summary Report is an exception to this, if integrated with General Ledger, this report will update the General Ledger Integration File.

The reports included here reflect sample information input into the sample company and only reflect an example of the way a company may utilize certain features within this module. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly.

**Do not** assume that these reports reflect the only way they may either be structured or the fashion in which they may be printed. These reports may be used as a cross reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

### STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

- CTRL+O (Output Options)**
- Destination - Printer Choice, E-Mail or Display**
- Report Titles**
- E-mail Settings - Recipient and Subject**
- Font Attributes**
- Report Print Options**
- Displayed Report Options**
- Range of Accounts**
- Data Record Retrieval**
- Report Sorting Preference**
- Masking (Wildcards)**
- Period to Report On**
- Cancel the Print Job**

### CTRL+O (Output Options)

You are able to change your Output Options (*printing preference*) at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an email, or display the report on the screen.

If you select **“Printer,”** this will cause the output to be generated to whichever printer device you currently have as **“active”** in the **Windows** operating system. You may choose to change printers by <clicking> on the **“Print Options”** button and select another printer that you have set up in your Windows program. Also, by choosing **“Printer,”** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **“E-Mail,”** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **“To”** field. Make sure to enter their e-mail address and not just their name. The **“Subject”** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

#### **NOTE**

Be sure you have defined your **“E-Mail Host”** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **“Display,”** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **“text”** file for a myriad of uses. You may do the same in Windows, however, you must set up a **“printer”** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

## **Font Attributes**

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select **“Print”** as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts...** button to open the **Font** window. From this window, select different fonts, add special effects such as underlining, change the color, font style (*bold*, *italics*, *bold italic*, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

#### **NOTE**

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the Infinity POWER system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If **E-Mail** is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.



## Report Print Options

In the **Printer Settings** section, <click> on the **Options...** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

## Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

## Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the **“Beginning Account #”** field and <click> the **Down Arrow (F2 by default)** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow (F2 by default)** to gain access to the account listing to choose your ending number.

## Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

<b>First Record</b>	This option will allow you to select the first record in the requested file.
<b>Next Record</b>	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
<b>Current Record</b>	This option will allow you to select the last record that was accessed.
<b>Scroll View</b>	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
<b>Previous Record</b>	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
<b>Last Record</b>	This option will allow you to select the last record in the requested file.
<b>Report Sorting Preference</b>	This is the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending

	<p>account range. For example, you will be given two choices when you select your beginning and ending account number when &lt;clicking&gt; the <b>Down Arrow (F2 by default)</b>:</p> <p><b>Customer Number</b>  <b>Customer Name</b>  <b>Description</b></p>
<b>Report Sorting Preference</b>	<p>Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by <b>“Description.”</b></p>
<b>Masking (Wildcards)</b>	<p>The account number mask is a field, which gives you the ability to set up a specific search and have the system only retrieve those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.</p> <p>Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.</p> <p>The region number mask field would appear on your screen as:</p> <p>[       ]  *12345</p> <p>Assuming that you were utilizing a five digit region number with the last two digits representing the department or location number (e.g., “03”), to print a report that would mask for a department or location you would enter the following:</p> <p>[   03   ]  *12345*</p> <p>The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.</p>
<b>Period to Report On</b>	<p>If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.</p>
<b>Cancel the Print Job</b>	<p>&lt;Clicking&gt; on the <b>“Cancel”</b> button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.</p>

## STATEMENTS AND AGINGS

Four options are available by selecting the Statements and Agings menu option:

- 1) **Calculate Age of Accounts**
- 2) **Customer Aging Report**
- 3) **Customer Statements**
- 4) **Year End Statements**

Each report is discussed here.

### Calculate Age of Accounts (AR0200)

This option allows you to calculate the age of each customer's open item totals into the five aging categories. You should execute this option before printing your agings or statements.

Before printing any agings or statements, you should run this option. The system will need to adjust for any changes that may have been made since the last time this option was run. The system date will impact all items in the file and the recording of any transactions (*invoices, payments, credit memos, etc.*) would have a strong bearing on the accurate calculations of these items.

If you print an aging report or a statement, and the figures appear to be in the wrong columns, this is the first option you should immediately execute before proceeding. Otherwise, check your Master Configuration to verify that all aging categories have been set up properly.

Enter a beginning and ending customer range to include in this calculation. You may enter a Region Mask to mask on certain customers. <Click> on the **“Start”** button to start the calculation process.

## Print Customer Aging Report (AR0201)

This option prints customer agings based on all or only past due accounts. The aging may include **invoice detail (Detailed)**, **summary by customer (Non-detailed)**, or **Grand Totals Only**. This report may print for a single salesman and includes an Accounts Receivable Account Summary report at the end, which totals open item transactions for each Accounts Receivable account used.

This report may be used by management to review the current or past Accounts Receivable totals by aging category. After selecting the range of customers to include on this report, you may elect to print either the detail of all invoices by customer, summary totals only by customer (*non-detail*), or grand totals for all customers.

Next, select whether to include either past due customers or all customers. Then you may select to run this report on a specific AR Sales Code. You may also print the report for a specific salesman or for all salesmen. You may also define a Region mask to mask on certain customers. The report will only include those customers that have at least one open item.

By utilizing the Multiple Accounts Receivable account feature (*through the use of sales codes*), the Aging Report allows you to include all open items for all AR Sales Codes or you may choose to report on a specific AR Sales Code. This will allow you to balance each individual Accounts Receivable account in the General Ledger. The aging report will print based on the current system date. This is important to note because any open item with an **Transaction Date** past the **Current System Date** will **not** print on the report.

This does not mean that these items do not exist in the files, they just will not be included on this version of the report. If you want all open items to be listed on the report, you must use the most recent system date of transaction processing. Also, any open item that was posted **“on”** or **“prior to”** the current system date, but was paid **“after”** the current system date, will be shown as an unpaid item on the report.

This feature provides you with the ability to print the aging reports as of a previous fiscal period to match against the General Ledger Balance Sheet. Therefore, the ending balance on the Aging Report should match the balance of Accounts Receivable on the Balance Sheet.

**Warning:** This feature is specific to the system date. However, if you are trying to balance to the General Ledger, you must set your system date to the **last day** of that fiscal period. In other words, you can not print the Aging report as of the **23rd** of the month and the Balance Sheet on the **23rd** of the month and expect them to balance.

The Balance Sheet figures for a prior fiscal period will always represent the end of period totals, not a day within that fiscal period. Therefore, if you are trying to balance between the two reports, always use the last day of the fiscal period you are trying to audit. The **“open item”** file can keep track of the **latest check number** and **check amount** that was posted against each open item and all of the partial payments for each open item. If you are utilizing the Multiple Accounts Receivable accounts feature and have selected to run this report for all AR Sales Codes, this summary page will calculate and show the Accounts Receivable amounts for each individual AR account defined on these open item transactions. <Click> on the **“Start”** button to proceed with the printing of this report.

### Field Names:

- |                   |                    |
|-------------------|--------------------|
| - Customer Number | - Salesman Number  |
| - Customer Name   | - Phone Number     |
| - Region          | - Contact          |
|                   | - Transaction Type |

- Transaction Number
- Transaction Description
- Transaction Date
- Transaction Amount  
(placed in aging category column)

- Salesman Number (*for open item*)
- Due Date
- Aging Date- Totals
- Totals for All Accounts

## Customer Aging Report - Detailed

Infinity POWER Sample Company, Inc.  
AR Aging - Due Date

Page 1  
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Slm #					
Type	Trans. #	Description	Date		Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120
ALLE1		Allens Hardware Shops Inc.	Orlan	JF					
	407-434-1288	Tony Rizzo							
*** Open Items:									
1) Inv	69246	Invoice	02/12/2005						\$1,409.69 P
Slm:	BM	Job:	Due: 03/14/2005						
2) Inv	69249	Invoice	02/27/2005						\$1,656.20
Slm:	JF	Job:	Due: 03/29/2005						
3) Inv	69261	Invoice	02/28/2005						\$2,775.90
Slm:	BM	Job:	Due: 03/30/2005						
4) Inv	69265	Invoice	02/28/2005						\$2,775.90
Slm:	BM	Job:	Due: 03/30/2005						
5) Inv	69269	Invoice	03/15/2005						\$2,775.90
Slm:	BM	Job:	Due: 04/14/2005						
6) Inv	69273	Invoice	03/31/2005						\$2,775.90
Slm:	BM	Job:	Due: 04/30/2005						
7) Inv	69254	Invoice	04/30/2005						\$36,380.25
Slm:	JF	Job:	Due: 05/30/2005						
8) Inv	69210	Invoice	01/31/2006				\$2,183.67 P		
Slm:	BM	Job:	Due: 03/02/2006						
9) Inv	69224	Invoice	02/28/2006			\$2,775.90			
Slm:	BM	Job:	Due: 03/30/2006						
10) Inv	69229	Invoice	03/31/2006		\$2,775.90				
Slm:	BM	Job:	Due: 04/30/2006						
11) FC		Finance Charge			\$500.00				
Slm:	JF								
<hr/>									
Aged: 04/28/2006	Subtotals:		\$58,785.21		\$3,275.90	\$2,775.90	\$2,183.67	\$0.00	\$50,549.74 *
	Retainage:		\$0.00		\$0.00				
	Deposits:		\$0.00		\$0.00				
	Net Total:		\$58,785.21						
<hr/>									
BOCA		Boca Ciega Club	SE	IUG					
	954-564-4663	Kirk Johnson							
*** Open Items:									
1) Dep	7	Deposit / Advance	01/14/2004		\$623.51-				
Slm:	IUG	Job: 96-0005	Due:						
2) Inv	69218	Invoice	01/01/2005						\$50.40 P
Slm:	IUG	Job:	Due: 01/31/2005						
3) Inv	69234	Invoice	03/31/2006		\$9,056.56				
Slm:	IUG	Job: 10521	Due: 04/30/2006						
<hr/>									
Aged: 04/28/2006	Subtotals:		\$9,106.96		\$9,056.56	\$0.00	\$0.00	\$0.00	\$50.40 *
	Retainage:		\$0.00		\$0.00				
	Deposits:		\$623.51-		\$623.51-				
	Net Total:		\$8,483.45						

Infinity POWER Sample Company, Inc.  
AR Aging - Due Date

Page 2  
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Slm #					
Type	Trans. #	Description	Date	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120	
BUCS	Buccaneer Facilities		SE	EDL					
	727-235-9656	John Madison							
*** Open Items:									
1) Dep 6		Deposit / Advance	01/14/2004	\$419.21-					
Slm: EDL	Job: 10486		Due:						
2) Dep 8		Deposit / Advance	03/10/2004	\$419.21-					
Slm: EDL	Job: 10488		Due:						
3) Dep 9		Deposit / Advance	05/05/2004	\$419.21-					
Slm: EDL	Job: 10489		Due:						
4) Dep 10		Deposit / Advance	07/07/2004	\$419.21-					
Slm: EDL	Job: 10490		Due:						
5) Dep 11		Deposit / Advance	09/01/2004	\$419.21-					
Slm: EDL	Job: 10491		Due:						
6) Dep 12		Deposit / Advance	11/03/2004	\$1,365.15-					
Slm: EDL	Job: 10492		Due:						
7) Inv 69256		Invoice	01/31/2005					\$42,550.00	
Slm: EDL	Job:		Due: 03/02/2005						
8) Inv 69257		Invoice	01/31/2006			\$33,961.81			
Slm: EDL	Job:		Due: 03/02/2006						
<hr/>									
Aged: 04/28/2006	Subtotals:		\$76,511.81	\$0.00	\$0.00	\$33,961.81	\$0.00	\$42,550.00	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$3,461.20-	\$3,461.20-					
	<hr/>								
	Net Total:		\$73,050.61						
<hr/>									
HARC1	Fred Hart		TPA	BM					
	813-971-4512	Fred Hart							
*** Open Items:									
1) Inv 69104		Invoice	08/01/2003	\$11,839.68 P					
Slm: BM	Job:		Due: 08/01/2003						
2) Inv 69104		Invoice	09/01/2003	\$17,600.00					
Slm: BM	Job:		Due: 09/01/2003						
3) Inv 69277		Invoice	04/28/2006	\$11,957.29					
Slm: BM	Job: 10525		Due: 05/28/2006						
4) Pay 60344		Payment	04/05/2006	\$324.45-					
Slm: BM	Job:								
<hr/>									
Aged: 04/28/2006	Subtotals:		\$41,072.52	\$11,957.29	\$0.00	\$0.00	\$0.00	\$29,115.23	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$0.00	\$0.00					
	<hr/>								
	Net Total:		\$41,072.52						

Infinity POWER Sample Company, Inc.  
AR Aging - Due Date

Page 3  
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Slm #					
Type Trans. #	Description	Date	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120		
<hr/>									
** Totals for all Accounts:									
	Subtotals:	\$185,476.50	\$24,289.75	\$2,775.90	\$36,145.48	\$0.00	\$122,265.37	*	
		0.00%	13.39%	1.53%	19.93%	0.00%	67.40%		
	Retainage:	\$0.00	\$0.00						
		0.00%	0.00%						
	Deposits:	\$4,084.71-	\$4,084.71-						
		-2.25%	-2.25%						
		<hr/>							
	Net Total:	\$181,391.79							
		100.00%							

\* Number of records printed: 4

Infinity POWER Sample Company, Inc.  
AR Aging Report  
Account Summary

Page 1  
(4) 04/28/2006

Account #	Description	Amount
11300	Accounts Receivable - Customer	\$181,391.79

\* Number of records printed: 1



## Customer Aging Report - Non-Detailed

Infinity POWER Sample Company, Inc.  
AR Aging - Non-Detail - Due Date

Page 1  
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Slm #	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120
ALLE1	Allens Hardware Shops Inc. 407-434-1288	Tony Rizzo	Orlan	JF					
Aged: 04/28/2006									
	Subtotals:		\$58,785.21	\$3,275.90	\$2,775.90	\$2,183.67	\$0.00	\$50,549.74	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$0.00	\$0.00					
	Net Total:		\$58,785.21						
BOCA	Boca Ciega Club 954-564-4663	Kirk Johnson	SE	IUG					
Aged: 04/28/2006									
	Subtotals:		\$9,106.96	\$9,056.56	\$0.00	\$0.00	\$0.00	\$50.40	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$623.51-	\$623.51-					
	Net Total:		\$8,483.45						
BUCS	Buccaneer Facilities 727-235-9656	John Madison	SE	EDL					
Aged: 04/28/2006									
	Subtotals:		\$76,511.81	\$0.00	\$0.00	\$33,961.81	\$0.00	\$42,550.00	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$3,461.20-	\$3,461.20-					
	Net Total:		\$73,050.61						
HARC1	Fred Hart 813-971-4512	Fred Hart	TPA	BM					
Aged: 04/28/2006									
	Subtotals:		\$41,072.52	\$11,957.29	\$0.00	\$0.00	\$0.00	\$29,115.23	*
	Retainage:		\$0.00	\$0.00					
	Deposits:		\$0.00	\$0.00					
	Net Total:		\$41,072.52						
** Totals for all Accounts:									
	Subtotals:		\$185,476.50	\$24,289.75	\$2,775.90	\$36,145.48	\$0.00	\$122,265.37	*
			0.00%	13.39%	1.53%	19.93%	0.00%	67.40%	
	Retainage:		\$0.00	\$0.00					
			0.00%	0.00%					
	Deposits:		\$4,084.71-	\$4,084.71-					
			-2.25%	-2.25%					
	Net Total:		\$181,391.79						
			100.00%						

\* Number of records printed: 4

Infinity POWER Sample Company, Inc.  
AR Aging Report  
Account Summary

Page 1  
(4) 04/28/2006

Account #	Description	Amount
11300	Accounts Receivable - Customer	\$181,391.79

\* Number of records printed: 1

## Customer Aging Report -Summary

Infinity POWER Sample Company, Inc.  
AR Aging - Due Date

Page 1  
(4) 04/28/2006

Customer	Phone Number	Contact	Region	Slm #	Cur./Ret.	31-60 Day	61-90 Day	91-120 Day	Over 120
** Totals for all Accounts:									
		Subtotals:	\$185,476.50		\$24,289.75	\$2,775.90	\$36,145.48	\$0.00	\$122,265.37 *
			0.00%		13.39%	1.53%	19.93%	0.00%	67.40%
		Retainage:	\$0.00		\$0.00				
			0.00%		0.00%				
		Deposits:	\$4,084.71-		\$4,084.71-				
			-2.25%		-2.25%				
		Net Total:	\$181,391.79						
			100.00%						

\* Number of records printed: 4

Infinity POWER Sample Company, Inc.  
AR Aging Report  
Account Summary

Page 1  
(4) 04/28/2006

Account #	Description	Amount
11300	Accounts Receivable - Customer	\$181,391.79

\* Number of records printed: 1

## Print Customer Statements (AR0202)

This option prints statements based on all or only past due customer accounts.

### NOTE

Make certain to choose the option to “**Calculate Age of Accounts**” before printing your statements.

This option allows you to send to your customers a statement indicating the open items that have been posted to their account and their current aging balances. The form that will be printed by the system will be the form you have set up in the Master Configuration for statements.

You will be allowed to select a beginning and ending customer range and a sales region mask. You may also choose to print statements for all accounts or for only those accounts with past due balances. The customer statement will not be printed for those accounts with an aging balance less than the Minimum Statement Amount in the Master Configuration. <Click> on the “**Start**” button to begin the printing process.

The following screen will appear:

**Select Form - Customer Statements**

Current Form:

Default Form: STMT

Suggested Form: STMT

**Alignment**

☒ Suggested Form

☐ Current Form

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<Click> on “**Select**” to continue. You may test your form alignment by <clicking> on the “**Align**” button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on “**Cancel**” to exit this option.


### Field Names:

- |                                      |                              |                 |
|--------------------------------------|------------------------------|-----------------|
| - Customer Number                    | - Transaction Due Date       | - Total Balance |
| - Bill To: Customer Name and Address | - Transaction Amount         |                 |
| - Remit To: Name and Address         | - Statement Message          |                 |
| - Transaction Date                   | - Statement Past Due Message |                 |
| - Transaction Type                   | - Aging Date                 |                 |
| - Transaction Number                 | - Aging Balances             |                 |
| - Transaction Description            |                              |                 |

## Customer Statements

STATEMENT

PLEASE RETURN THIS STATEMENT TO: COMPANY NAME



DATE  
09/15/2004

CUSTOMER NO.  
ALLE1

DATE  
09/15/2004

CUSTOMER NO.  
ALLE1

ALANS HARDWARE SHOPS INC.  
400 E. Kennedy Blvd.  
Orlando, FL 32821

PAGE NO.  
1

PAGE NO.  
1

DATE	DESCRIPTION	INVOICE NO.	AMOUNT	PAYMENT	DATE	AMOUNT
08/30/04	Invoice	69167	484.63	484.63	09/16/04	484.63
08/08/04	Invoice	69166	1630.74	2115.37	09/16/04	1,630.74
08/15/04	Invoice	69168	6538.00	2851.37	09/16/04	6,538.00
08/15/04	Invoice	69171	885.77	9537.14	09/17/04	885.77
08/15/04	Invoice	69172	2430.00	11957.14	09/17/04	2,430.00
08/15/04	Retainage	69172	270.00	12237.14	09/17/04	270.00
08/15/04	Invoice	69173	7020.00	19257.14	09/17/04	7,020.00
08/15/04	Retainage	69173	780.00	20037.14	09/17/04	780.00
08/15/04	Invoice	69174	5400.00	25437.14	09/17/04	5,400.00
08/15/04	Retainage	69174	600.00	26037.14	09/17/04	600.00
08/15/04	Invoice	69175	5850.00	31887.14	09/17/04	5,850.00
08/15/04	Retainage	69175	550.00	32537.14	09/17/04	550.00
08/15/04	Invoice	69179	885.77	33422.91	09/17/04	885.77
08/15/04	Invoice	69180	13050.00	46472.91	09/18/04	13,050.00
08/15/04	Retainage	69180	1450.00	47922.91	09/18/04	1,450.00

Thank you for your business!!!

Please pay past due items to preserve your credit.

Current	31-60 Day	61-90 Day	91-120 Day	Over 120	STILL DUE	CUSTOMER DUE
55965.99	0.00	0.00	0.00	9116.44	PERIODS PAID BY	\$75,080.43

RECEIVED FROM: \_\_\_\_\_

USE WITH COMPANY'S PREVIOUS FORMS

## Print Year End Statements (AR0203)

This option prints all year end statements for the customers that have incurred finance charges in the current year. This option allows you to send to your customers a Year End Statement indicating the total amount of finance charges incurred, the current amount of unpaid finance charges, and their current aging balances. The form that will be printed by the system will be the form you have set up in the Master Configuration for year end statements.

You will be allowed to select a beginning and ending customer range and a customer region mask. The customer year end statement will only be printed for those accounts that have had finance charges posted to the account during the current fiscal year.

<Click> on the “**Start**” button to begin the printing process. The following screen will appear:

**Select Form - Year End Statements**

Current Form:

Default Form: YSTMT

Suggested Form: YSTMT

Alignment

☒ Suggested Form

☐ Current Form

Contact DPAForms, Inc. for the best quality business forms, checks, tax forms and related accessories for your business software products. Online Ordering at [www.dpaforms.com](http://www.dpaforms.com) Or call (800) 660-8605 9:00am - 6:00pm EST.

<Click> on “**Select**” to continue. You may test your form alignment by <clicking> on the “**Align**” button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on “**Cancel**” to exit this option.

### Field Names:

- Customer Number
- Bill To: Name and Address
- Remit To: Name and Address
- Statement Message
- Aging Date
- Aging Balances
- Current Unpaid Finance Charges
- Total Finance Charges
- Total Balance

## Year End Statements

\*\*\* YEAR-END \*\*\*  
\*\*\* STATEMENT \*\*\*

Date: 04/28/2006

Bill To:  
National Auto Parts  
201 E. Kennedy Blvd.  
Suite 876  
Tampa, FL 33601

Remit To:  
Infinity POWER Sample Company, Inc.  
150 Second Avenue North  
16th Floor  
St Petersburg, FL 33701  
USA

---

Total Finance Charges This Year:	\$361.17
Current Unpaid Finance Charges :	\$202.78

Thank you for your business!!!

---

Aging Date: 04/28/2006

Total Balance	Current	31-60 Day	61-90 Day
\$792,155.62	\$117,869.78	\$112,212.85	\$101,143.48
		91-120 Day	Over 120
		\$19,530.00	\$441,399.51



## DETAILED SALES JOURNALS

Six reports are available by selecting the Detailed Sales Journals menu option:

- 1) Sales Code Summary
- 2) Sales Journal
- 3) Sales Journal by Customer
- 4) Sales Journal by Salesman
- 5) Sales Journal by Sales Code
- 6) Sales Tax Report

### Sales Code Summary (AR0220)

This option prints a summary of all sales and cost of sales by sales code as of the last time this report was printed. If you are interactive with General Ledger and have specified in the Master Configuration **NOT** to **“Post to GL in Detail,”** this option will also post a sales journal entry.

This report can be used by management to review a summary of all sales and cost of sales for either the Current unposted amounts, or the Month-To-Date amounts. If you have specified that **Accounts Receivable** will **NOT** post in detail to the General Ledger, this report will also create a General Ledger Account Summary integration file. When selecting the **“Print Sales Code Summary”** report for printing, you have the option of choosing between:

- 1) Current Amounts
- 2) Month to Date Amounts
- 3) Year to Date Amounts

The integration file is created by choosing the report for **“current amounts.”** Once the report has printed, the system will ask **“Do you wish to clear the current Sales and Cost of Sales Amounts?”** By <clicking> on the **“Yes”** button, the system will zero (*or clear*) the amounts held in the current accumulator fields. This **“clearing”** of the amounts is what creates a journal entry to the General Ledger Integration file that you will post to your General Ledger module, (*if you are running interactive.*) All current amounts will also be zeroed. It is recommended that this report be printed for the current amounts (*and cleared*) on a daily basis.

You may choose to **“Post Integration Files”** to General Ledger once a month. The integration file will accumulate all of the daily clearings for a daily summary posting into General Ledger. <Clicking> on the **“Cancel”** button for the question **“Do you wish to clear the current Sale and Cost of Sale Amounts?”** will retain the current amounts. The amounts will remain for reporting purposes until you are ready to clear them. If you select the Month-To-Date version of this report, it will include the total monthly sales code balances for the month of the current system date.

#### NOTE

If you are **NOT “Posting in Detail to GL,”** it is required that the Sales Code Summary report be printed and cleared for the current amounts. If you **ARE “Posting in Detail to GL,”** this report need not be printed for any posting procedures to be completed in GL.

#### Field Names:

- |                          |                 |
|--------------------------|-----------------|
| - Sales Code             | - Debit Amount  |
| - Description            | - Total Debits  |
| - Current Sales          | - Total Credits |
| - Current Cost of Sales  |                 |
| - Total Sales:           |                 |
| - General Ledger Account |                 |
| - Credit Amount          |                 |

## Sales Code Summary (Month-to-Date)

Infinity POWER Sample Company, Inc.  
Sales Code Summary  
(Month-to-Date)

Page 1  
( 4) 04/28/2006

Code	Description	Current Sales	Current C.O.S.
10000	Sales - Taxable	\$61,727.50	\$5,344.11
31100	Concrete Materials - Residenti	\$5,020.10	\$2,745.62
31200	Electrical Materials	\$4,629.59	\$6,068.69
31300	Framing Materials	\$1,471.95	\$910.56
31500	Roofing Materials	\$8,453.50	\$3,777.25
51101	Concrete Materials Commercial	\$5,000.00	\$3,600.00
51161	Concrete Labor - Commercial	\$0.00	\$2,500.00
51301	Framing Material - Commercial	\$8,000.00	\$1,200.00
	* Total Sales:	\$94,302.64	\$26,146.23
SC004	Sales Discounts Allowed	\$25.93-	\$0.00
	* Net Sales:	\$94,276.71	\$26,146.23
	* Gross Profit:	\$68,130.48	
	* Gross Profit %:	72.27%	
Special Items:			
SC001	Sales Tax Charges	\$4,010.67	\$0.00
SC006	Cash Receipts	\$1,974.66-	\$0.00
SC007	Deposits Received	\$400.00-	\$0.00
SC101	Cash Sales	\$384.37-	\$0.00
SC102	Cash Sales - Checks	\$16,614.07-	\$0.00
SC103	Cash Sales - Master Card	\$867.35-	\$0.00

\* Number of records printed: 15

Infinity POWER Sample Company, Inc.  
Sales Code Summary  
Account Summary

Page 1  
( 4 ) 04/28/2006

Account #	Description	Debit	Credit
11110	Cash in Bank - General	\$19,840.45	
11300	Accounts Receivable - Cu	\$78,046.93	
11400	Inventory - Tampa Main O		(\$18,846.23)
11450	Work In Process		(\$7,300.00)
21220	Deposits Received	\$400.00	
25100	Sales Tax Payable		(\$4,010.67)
40000	Revenue		(\$61,727.50)
41100-1	Revenue Concrete - Comme		(\$5,000.00)
41100-2	Revenue Concrete - Resid		(\$5,020.10)
41200-2	Revenue Electrical-Resid		(\$4,629.59)
41300-1	Revenue Framing - Commer		(\$8,000.00)
41300-2	Revenue Framing - Reside		(\$1,471.95)
41500-2	Revenue Roofing - Reside		(\$8,453.50)
45000	Sales Returns and Allowa	\$25.93	
50000	Cost of Sales	\$5,344.11	
51100-1	Concrete COS - Commercia	\$3,600.00	
51100-2	Concrete COS - Residenti	\$2,745.62	
51200-2	Electrical COS - Residen	\$6,068.69	
51300-1	Framing COS - Commercial	\$1,200.00	
51300-2	Framing COS - Residentia	\$910.56	
51500-2	Roofing COS - Residentia	\$3,777.25	
60100-1	Salaries - Commercial	\$2,500.00	
* Total Debits:		\$124,459.54	
* Total Credits:			(\$124,459.54)

## Sales Code Summary (Year-to-Date)

Infinity POWER Sample Company, Inc.  
Sales Code Summary  
(Year-to-Date)

Page 1  
( 4) 04/28/2006

Code	Description	Current Sales	Current C.O.S.
10000	Sales - Taxable	\$360,453.86	\$29,516.27
31100	Concrete Materials - Residenti	\$19,727.66	\$17,014.37
31200	Electrical Materials	\$74,983.59	\$25,215.41
31300	Framing Materials	\$9,183.92	\$4,475.46
31500	Roofing Materials	\$9,534.30	\$4,410.45
51101	Concrete Materials Commercial	\$47,600.00	\$7,900.00
51102	Concrete Materials Residential	\$244.50	\$1,632.75
51161	Concrete Labor - Commercial	\$0.00	\$3,700.00
51162	Concrete Labor - Residential	\$2,400.00	\$0.00
51202	Elec Materials - Residential	\$201.32	\$114.80
51301	Framing Material - Commercial	\$29,700.00	\$1,760.54
51302	Framing Material - Residential	\$8,280.00	\$2,050.00
51361	Framing Labor - Commercial	\$0.00	\$1,200.00
51501	Roofing Material - Commercial	\$0.00	\$3,000.00
		<hr/>	<hr/>
	* Total Sales:	\$562,309.15	\$101,990.05
SC004	Sales Discounts Allowed	\$2,256.85-	\$0.00
		<hr/>	<hr/>
	* Net Sales:	\$560,052.30	\$101,990.05
	* Gross Profit:	\$458,062.25	
	* Gross Profit %:	81.79%	
Special Items:			
SC001	Sales Tax Charges	\$23,402.88	\$0.00
SC004	Sales Discounts Allowed	\$2,256.85-	\$0.00
SC006	Cash Receipts	\$103,724.66-	\$0.00
SC007	Deposits Received	\$400.00-	\$0.00
SC102	Cash Sales - Checks	\$79,114.07-	\$0.00
SC103	Cash Sales - Master Card	\$867.35-	\$0.00

\* Number of records printed: 21

Infinity POWER Sample Company, Inc.  
Sales Code Summary  
Account Summary

Page 1  
( 4 ) 04/28/2006

Account #	Description	Debit	Credit
11110	Cash in Bank - General	\$184,090.45	
11300	Accounts Receivable - Cu	\$398,964.73	
11400	Inventory - Tampa Main O		(\$80,631.96)
11450	Work In Process		(\$21,358.09)
21220	Deposits Received	\$400.00	
25100	Sales Tax Payable		(\$23,402.88)
40000	Revenue		(\$360,453.86)
41100-1	Revenue Concrete - Comme		(\$47,600.00)
41100-2	Revenue Concrete - Resid		(\$22,372.16)
41200-2	Revenue Electrical-Resid		(\$75,184.91)
41300-1	Revenue Framing - Commer		(\$29,700.00)
41300-2	Revenue Framing - Reside		(\$17,463.92)
41500-2	Revenue Roofing - Reside		(\$9,534.30)
45000	Sales Returns and Allowa	\$2,256.85	
50000	Cost of Sales	\$29,516.27	
51100-1	Concrete COS - Commercia	\$7,900.00	
51100-2	Concrete COS - Residenti	\$18,647.12	
51200-2	Electrical COS - Residen	\$25,330.21	
51300-1	Framing COS - Commercial	\$1,760.54	
51300-2	Framing COS - Residential	\$6,525.46	
51500-1	Roofing COS - Commercial	\$3,000.00	
51500-2	Roofing COS - Residential	\$4,410.45	
60100-1	Salaries - Commercial	\$4,900.00	
		<hr/>	
* Total Debits:		\$687,702.08	
* Total Credits:			(\$687,702.08)
		<hr/>	

## Sales Journal (AR0204)

This report provides a detailed listing of all invoices, credit memos and other transactions for specified transaction types and date ranges. This report may be used by management to review the detail of all transactions posted to the Accounts Receivable system. It may also be used for auditing the sales, cost of sales, and gross profit amounts. You will be allowed to select a date range that may include all transactions for the current accounting year. However, you may be even more specific and request a listing of only invoices, payments, or any other transaction type. The system will default to all transaction types in the current month. You may select or deselect transaction types by <clicking> on or off the check boxes.

In the Transactions Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired transaction type selections.

If you <click> on the **Sales Code Detail** check box, the system will print all sales code detail for each transaction and also a sales code summary at the end of the report. As an option, you may choose to *only* print the sales code summary, by <clicking> on its check box, for a quick look at totals for a specific period of time. You may also print the sales journal for a specific AR Code or a specific Tax Rate. This will contain only those transactions that match the AR Code or the Tax Rate entered. If you <click> the **Exclude Cost** check box, the system will exclude the cost of sales from the printed report.

### Field Names:

- Transaction Date
- Customer Number
- Customer Name
- Transaction Type
- Transaction Number
- Transaction Description
- Manager Number
- Transaction Amount
- Cost of Sales Amount
- Tax Amount
- Freight Amount
- Total Amount of the Transaction
- Gross Profit Amount
- Gross Profit Percentage
- Totals
- Optional Transaction Detail
- Sales Code
- Description
- Inventory Item Number
- Quantity
- Unit of Measure
- Unit Price
- Extended Price
- Cost
- Gross Profit
- Gross Profit Percent
- Summary by Sales Code

## Sales Journal

Infinity POWER Sample Company, Inc.  
Sales Journal

Page 1  
( 4) 04/28/2006

Date	Customer #	Name	Slm #	Job #	Trans. Amount	Cost Amount	Tax	Total
Type	Trans. #	Description			Reg Payment Method	Gross Profit	Freight	GP %
04/01/2006	ALLE1	Allens Hardware Shops Inc.			\$17.58	\$19.37	\$0.00	\$17.58
Inv	69187	Invoice	JF		001 Master Charge	\$1.79-	\$0.00	-10.18
04/01/2006	Z-CASH	Cash Sale, Thank You!			\$37.15	\$20.99	\$0.00	\$37.15
Inv	69188	Invoice	HOUSE		001 Cash	\$16.16	\$0.00	43.50
04/01/2006	Z-CASH	Cash Sale, Thank You!			\$347.22	\$133.01	\$0.00	\$347.22
Inv	69189	Invoice	HOUSE		002 Cash	\$214.21	\$0.00	61.69
04/03/2006	SWIS1	Tony Swiss Construction			\$8,137.22	\$0.00	\$0.00	\$8,137.22
Pay	844467	Payment	BM			\$8,137.22	\$0.00	100.00
04/04/2006	ALLE1	Allens Hardware Shops Inc.			\$1,651.85	\$0.00	\$0.00	\$1,651.85
Pay	61884	Payment	JF			\$1,651.85	\$0.00	100.00
04/05/2006	HARC1	Fred Hart			\$725.00	\$0.00	\$0.00	\$725.00
Pay	60344	Payment	BM			\$725.00	\$0.00	100.00
04/05/2006	JONJ1	Sonia Jones Interior Design			\$1,974.66	\$0.00	\$0.00	\$1,974.66
Pay	8471	Payment	BM			\$1,974.66	\$0.00	100.00
04/06/2006	JAG1	Joanne Gonzalez			\$0.00	\$0.00	\$0.00	\$0.00
Pay		Payment	HOUSE			\$0.00	\$0.00	0.00
04/06/2006	JAG1	Joanne Gonzalez			\$900.00	\$0.00	\$0.00	\$900.00
Pay	79553	Payment	HOUSE			\$900.00	\$0.00	100.00
04/07/2006	UNIV1	University of Tampa			\$6,100.00	\$0.00	\$0.00	\$6,100.00
Pay	19847	Payment	BM			\$6,100.00	\$0.00	100.00
04/07/2006	NAT11	National Auto Parts			\$849.77	\$0.00	\$0.00	\$849.77
Pay	4444444444	Payment	JF			\$849.77	\$0.00	100.00
04/28/2006	HARC1	Fred Hart			\$0.00	\$0.00	\$0.00	\$0.00
Adj	10525	Record Shipment (SO)	BM	10525		\$0.00	\$0.00	0.00
04/28/2006	HARC1	Fred Hart			\$11,227.50	\$5,344.11	\$729.79	\$11,957.29
Inv	69277	Invoice	BM	10525		\$5,883.39	\$0.00	52.40
04/30/2006	NAT11	National Auto Parts			\$10,000.00	\$0.00	\$650.00	\$10,650.00
Inv	69191	Invoice	JF			\$10,000.00	\$0.00	100.00
04/30/2006	NAT11	National Auto Parts			\$25,000.00	\$0.00	\$1,625.00	\$26,625.00
Inv	69192	Invoice	JF			\$25,000.00	\$0.00	100.00
04/30/2006	NAT11	National Auto Parts			\$15,000.00	\$0.00	\$975.00	\$15,975.00
Inv	69193	Invoice	JF	USF2004		\$15,000.00	\$0.00	100.00
04/30/2006	ALLE1	Allens Hardware Shops Inc.			\$475.00	\$0.00	\$30.88	\$505.88
Inv	69214	Invoice	JF			\$475.00	\$0.00	100.00

Infinity POWER Sample Company, Inc.  
Sales Journal

Page 2  
( 4) 04/28/2006

Date	Customer #	Name	Slm #	Job #	Trans. Amount	Cost Amount	Tax	Total
Type	Trans. #	Description			Reg Payment Method	Gross Profit	Freight	GP %
04/30/2006	NAT11	National Auto Parts			\$11,700.00	\$7,300.00	\$0.00	\$11,700.00
Inv	69236	Invoice	JF	96-0112		\$4,400.00	\$0.00	37.61
04/30/2006	NAT11	National Auto Parts			\$1,300.00	\$0.00	\$0.00	\$1,300.00
Ret	69236	Retainage	JF	96-0112		\$1,300.00	\$0.00	100.00
04/30/2006	SWIS1	Tony Swiss Construction			\$10,718.76	\$9,551.50	\$0.00	\$10,718.76
Inv	69237	Invoice	BM			\$1,167.26	\$0.00	10.89
04/30/2006	BOCA	Boca Ciega Club			\$8,453.50	\$3,777.25	\$0.00	\$8,453.50
Inv	69238	Invoice	IUG			\$4,676.25	\$0.00	55.32
					** Totals:	\$94,276.71	\$26,146.23	\$4,010.67
					( Cash:	\$20,338.50 )	\$68,130.48	\$0.00
								\$98,287.38
								72.27

\* Number of records printed: 21



## Sales Journal by Customer (AR0205)

This report provides a detailed listing of all invoices, credit memos and other transactions for specified transaction types and date range by customer. This report may be used by management to review the detail of all transactions posted to the Accounts Receivable system for each customer. It may also be used for auditing the sales, cost of sales, and gross profit amounts. You may select a customer range and a date range that can include all transactions for the current accounting year. However, you may be even more specific and request a listing of only invoices, payments or any other transaction type. The system will default to all transaction types in the current month. You may select or deselect transaction types by <clicking> on or off the check boxes.

In the Transactions Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired transaction type selections.

If you <click> on the **Sales Code Detail** check box, the system will print all sales code detail for each transaction and also a sales code summary at the end of the report. As an option, you may choose to *only* print the sales code summary, by <clicking> on it's check box, for a quick look at totals for a specific period of time. You may also print the sales journal for a specific AR Code or a specific Tax Rate or a specific Region. This will contain only those transactions that match the AR Code or the Tax Rate or the Region entered. If you <click> the **Exclude Cost** check box, the system will exclude the cost of sales from the printed report.

### Field Names:

- Transaction Date
- Customer Number
- Customer Name
- Transaction Type
- Transaction Number
- Transaction Description
- Manager Number
- Transaction Amount
- Cost of Sales Amount
- Tax Amount
- Freight Amount
- Total Amount of the Transaction
- Gross Profit Amount
- Gross Profit Percentage
- Customer Totals
- Grand Totals
- Optional Transaction Detail
- Sales Code
- Description
- Inventory Item Number
- Quantity
- Unit of Measure
- Unit Price
- Extended Price
- Cost
- Gross Profit
- Gross Profit Percent
- Summary by Sales Code

## Sales Journal by Customer

Infinity POWER Sample Company, Inc.  
Detailed Sales Journal  
By Customer

Page 1  
( 4) 04/28/2006

Date	Customer #	Name	Trans. #	Description	Slm #	Job #	Reg	Trans. Amount	Cost Amount	Tax	Total
Type								Payment Method	Gross Profit	Freight	GP %
04/05/2006	HARC1	Fred Hart						\$725.00	\$0.00	\$0.00	\$725.00
Pay	60344	Payment			BM				\$725.00	\$0.00	100.00
** Detail:											
Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit			
SC102	Payment				No					\$725.00-	\$725.00-
	Inv: 69244									\$106.15	
	Inv: 69250									\$294.40	
04/28/2006	HARC1	Fred Hart						\$0.00	\$0.00	\$0.00	\$0.00
Adj	10525	Record Shipment (SO)			BM	10525			\$0.00	\$0.00	0.00
** Detail:											
Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit			
SC008	COS Accrual				No					\$0.00	\$3,562.74-
										\$3,562.74	0.00 %
04/28/2006	HARC1	Fred Hart						\$11,227.50	\$5,344.11	\$729.79	\$11,957.29
Inv	69277	Invoice			BM	10525			\$5,883.39	\$0.00	52.40
** Detail:											
Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit			
SC001	Sales Tax				No					\$729.79	\$729.79
10000	SONY 50" LCD Color Television				Yes	5.00	Each	\$2,495.00000	10.00%	\$11,227.50	\$5,883.39
	SONY 52311									\$5,344.11	52.40 %
SC008	COS Accrual				No					\$0.00	\$3,562.74
										\$3,562.74-	0.00 %
* Customer Totals:								\$11,227.50	\$5,344.11	\$729.79	\$11,957.29
( Cash:								\$725.00 )	\$5,883.39	\$0.00	52.40
** Grand Totals:								\$11,227.50	\$5,344.11	\$729.79	\$11,957.29
( Cash:								\$725.00 )	\$5,883.39	\$0.00	52.40

\* Number of records printed: 3

Infinity POWER Sample Company, Inc.  
Detailed Sales Journal  
Sales Code Summary

Page 1  
( 4) 04/28/2006

Code	Description	Sales	C.O.S.
10000	Sales - Taxable	\$11,227.50	\$5,344.11
	* Total Sales:	\$11,227.50	\$5,344.11
	* Net Sales:	\$11,227.50	\$5,344.11
	* Gross Profit:	\$5,883.39	
	* Gross Profit %:	52.40 %	
Special Items:			
SC001	Sales Tax Charges	\$729.79	\$0.00
SC008	Cost of Sales - Accrual	\$0.00	\$0.00
SC102	Cash Sales - Checks	\$725.00-	\$0.00

\* Number of records printed: 4

## Sales Journal by Salesman (AR0206)

This report provides a detailed listing of all invoices, credit memos and other transactions for specified transaction types and date range by salesman. This report may be used by management to review the detail of all transactions posted to the Accounts Receivable system for each salesman. It may be used for auditing the sales, cost of sales, and gross profit amounts. You will be allowed to select a salesman range and a date range that may include all transactions for the current fiscal year. However, you may be even more specific and request a listing of only invoices, payments or any other transaction type. The system will default to all transaction types in the current month. You may select or deselect transaction types by <clicking> on or off the check boxes.

In the Transactions Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired transaction type selections.

If you <click> on the **Sales Code Detail** check box, the system will print all sales code detail for each transaction and also a sales code summary at the end of the report. As an option, you may choose to *only* print the sales code summary, by <clicking> on it's check box, for a quick look at totals for a specific period of time. You may also print the sales journal for a specific AR Code or a specific Tax Rate. This will contain only those transactions that match the AR Code or the Tax Rate entered. If you <click> the **Exclude Cost** check box, the system will exclude the cost of sales from the printed report.

### Field Names:

- Transaction Date
- Customer Number
- Customer Name
- Transaction Type
- Transaction Number
- Transaction Description
- Manager Number
- Transaction Amount
- Cost of Sales Amount
- Tax Amount
- Freight Amount
- Total Amount of the Transaction
- Gross Profit Amount
- Gross Profit Percentage
- Manager Totals
- Grand Totals
- Optional Transaction Detail
- Sales Code
- Description
- Inventory Item Number
- Quantity
- Unit of Measure
- Unit Price
- Extended Price
- Cost
- Gross Profit
- Gross Profit Percent
- Summary by Sales Code

## Sales Journal by Salesmaen

Infinity POWER Sample Company, Inc.  
Detailed Sales Journal  
By Salesman

Page 1  
( 4) 04/28/2006

Date	Customer # Name				Trans. Amount	Cost Amount	Tax	Total
Type	Trans. #	Description	Slm #	Job #	Reg Payment Method	Gross Profit	Freight	GP %
Salesman: BM	Bill Maguire							
04/03/2006	SWIS1	Tony Swiss Construction			\$8,137.22	\$0.00	\$0.00	\$8,137.22
Pay	844467	Payment	BM			\$8,137.22	\$0.00	100.00
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC102	Payment			No			\$8,137.22-	\$8,137.22-
	Inv: 69240						\$28.38	
	Inv: 69245						\$50.20	
	Inv: 69237(P)						\$8,058.64	
04/05/2006	HARC1	Fred Hart			\$725.00	\$0.00	\$0.00	\$725.00
Pay	60344	Payment	BM			\$725.00	\$0.00	100.00
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC102	Payment			No			\$725.00-	\$725.00-
	Inv: 69244						\$106.15	
	Inv: 69250						\$294.40	
04/05/2006	JONJ1	Sonia Jones Interior Design			\$1,974.66	\$0.00	\$0.00	\$1,974.66
Pay	8471	Payment	BM			\$1,974.66	\$0.00	100.00
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC007	Deposit			No			\$400.00-	\$400.00-
SC006	Payment			No			\$1,974.66-	\$1,974.66-
	Ret: 69185(P)						\$2,374.66	
	Dep: 14						\$400.00-	
04/07/2006	UNIV1	University of Tampa			\$6,100.00	\$0.00	\$0.00	\$6,100.00
Pay	19847	Payment	BM			\$6,100.00	\$0.00	100.00
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC102	Payment			No			\$6,100.00-	\$6,100.00-
	Ret: 69075						\$6,008.40	
	Inv: 69252						\$48.90	
	Inv: 69233(P)						\$42.70	
04/28/2006	HARC1	Fred Hart			\$0.00	\$0.00	\$0.00	\$0.00
Adj	10525	Record Shipment (SO)	BM	10525		\$0.00	\$0.00	0.00
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC008	COS Accrual			No			\$0.00	\$3,562.74-
							\$3,562.74	0.00 %
04/28/2006	HARC1	Fred Hart			\$11,227.50	\$5,344.11	\$729.79	\$11,957.29
Inv	69277	Invoice	BM	10525		\$5,883.39	\$0.00	52.40
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
SC001	Sales Tax			No			\$729.79	\$729.79
10000	SONY 50" LCD Color Television			Yes	5.00	Each	\$2,495.00000	\$5,883.39
	SONY 52311						\$5,344.11	52.40 %

Infinity POWER Sample Company, Inc.  
Detailed Sales Journal  
By Salesman

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Date Type	Customer # Trans. #	Name Description	Slm #	Job #	Trans. Amount Reg Payment Method	Cost Amount Gross Profit	Tax Freight	Total GP %
SC008	COS Accrual		No				\$0.00 \$3,562.74-	\$3,562.74 0.00 %
04/30/2006	SWIS1	Tony Swiss Construction			\$10,718.76	\$9,551.50	\$0.00	\$10,718.76
Inv	69237	Invoice	BM			\$1,167.26	\$0.00	10.89
** Detail:								
Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit
31100	Concrete Blocks				No	1,000.00	EA	\$5.01000
	1060185461							\$5,010.00
								\$2,730.00
								45.51 %
31200	Electric Box Pole				No	20.00	EA	\$212.75000
	11APOLE							\$4,255.00
								\$5,920.00
								-39.13 %
31300	12' - 2" X 4" Boards				No	14.00	EA	\$9.34000
	305011688							\$130.76
								\$52.50
								59.85 %
31300	4' X 8' - Sheet Plywood				No	100.00	EA	\$13.23000
	305022511							\$1,323.00
								\$849.00
								35.83 %
* Salesman Totals:					\$21,946.26		\$14,895.61	\$729.79
( Cash:					\$16,936.88 )		\$7,050.65	\$0.00
								\$22,676.05
								32.13
** Grand Totals:					\$21,946.26		\$14,895.61	\$729.79
( Cash:					\$16,936.88 )		\$7,050.65	\$0.00
								\$22,676.05
								32.13

\* Number of records printed: 7

Infinity POWER Sample Company, Inc.  
Detailed Sales Journal  
Sales Code Summary

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Code	Description	Sales	C.O.S.
10000	Sales - Taxable	\$11,227.50	\$5,344.11
31100	Concrete Materials - Residenti	\$5,010.00	\$2,730.00
31200	Electrical Materials	\$4,255.00	\$5,920.00
31300	Framing Materials	\$1,453.76	\$901.50
		<hr/>	<hr/>
* Total Sales:		\$21,946.26	\$14,895.61
		<hr/>	<hr/>
* Net Sales:		\$21,946.26	\$14,895.61
* Gross Profit:		\$7,050.65	
* Gross Profit %:		32.13 %	

Special Items:

SC001	Sales Tax Charges	\$729.79	\$0.00
SC006	Cash Receipts	\$1,974.66-	\$0.00
SC007	Deposits Received	\$400.00-	\$0.00
SC008	Cost of Sales - Accrual	\$0.00	\$0.00
SC102	Cash Sales - Checks	\$14,962.22-	\$0.00

\* Number of records printed: 9

## Sales Journal by Sales Code (AR0222)

This report provides a detailed listing of all invoices, credit memos and other transactions for the current period by sales code. This report may be used by management to review the detail of all transactions posted to the Accounts Receivable system for each sales code. It may be used for auditing the sales, cost of sales, and gross profit amounts. You will be allowed to select a sales code range that may include all transactions for the current fiscal period.

The system will default to all transaction types in the fiscal period. This report provides great flexibility in verifying all of the transactions in which a specific sales code was used. Therefore, auditing capabilities are greatly enhanced by the use of this report.

### Field Names:

- Sales Code
- Description
- Customer Number
- Transaction Date
- Transaction Number
- Transaction Type
- Transaction Description
- Sales Amount
- Cost of Sales Amount
- Totals by Sales Code
- Grand Totals



## Sales Journal by Sales Code

Infinity POWER Sample Company, Inc.  
Sales Journal by Sales Code

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Sales Code	Description					
Customer #	Date	Invoice #	Type	Description	Sales Amount	COS Amount
10000	Sales - Taxable				\$61,727.50	\$5,344.11 *
HARC1	04/28/2006	69277	Inv	SONY 50" LCD Color Television	\$11,227.50	\$5,344.11
NATI1	04/30/2006	69191	Inv	Sales - Taxable	\$10,000.00	\$0.00
NATI1	04/30/2006	69192	Inv	Sales - Taxable	\$25,000.00	\$0.00
NATI1	04/30/2006	69193	Inv	Sales - Taxable	\$15,000.00	\$0.00
ALLE1	04/30/2006	69214	Inv	Sales - Taxable	\$500.00	\$0.00
* Totals:					\$61,727.50	\$5,344.11 *
** Grand Totals:					\$61,727.50	\$5,344.11

\* Number of records printed: 1

## Sales Tax Report (AR0207)

This report summarizes sales tax, taxable sales and non-taxable sales by tax rate and taxing entity. This report may be used by management to report the sales tax charged and the taxable and non-taxable sales for the current tax cycle. When you select this option, you may specify the transaction beginning month and ending month, thereby capturing a period for the report, as well as the range of tax rates to include. This report reads through your sales journal transaction file and accumulates the total taxable and non-taxable sales by tax rate. The following calculations are utilized to derive these printed fields:

- 1) **Tax Charged.** This is the total invoice amount of all tax collected for each tax rate.
- 2) **Taxable Sales.** This is the total Tax Charged divided by the tax percent established for each rate. *(This calculation automatically adjusts for any tax break points.)*
- 3) **Non-Taxable Sales.** This is the total sales minus Taxable Sales.

As you may have noticed, the back calculation of taxable sales (**#2 above**) is subject to a very small amount of variance. This variance is rarely more than a few pennies per month. However, the Tax Charged will always properly match the Taxable Sales reported.

### Example:

If your actual taxable sales are \$100.58 and the tax rate is 5%, then your tax liability is \$5.03 (rounded to the nearest penny from \$5.029). If you back calculated taxable sales by dividing \$5.03 by 5%, then taxable sales would be \$100.60. This variance is acceptable for most sales tax liability reporting, however, if you are uncertain about this, please contact your accountant to make sure.

### Field Names:

- Tax Rate Number
- Tax Rate Description
- Entity #1
- Entity #2
- Entity #3
- Entity #4
- Entity #5
- Total
- Tax Charged
- Taxable Sales
- Non-Taxable Sales
- Total Sales
- Totals

## Sales Tax Report

Infinity POWER Sample Company, Inc.  
Monthly Sales Tax Report

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Tax #	Description		Total	Entity #1	Entity #2	Entity #3	Entity #4	Entity #5
1	State Tax	Prim. Rate:	6.00%	6.00%	0.00%	0.00%	0.00%	0.00%
		Up To:	\$5,000.00					
		Sec. Rate :	6.50%	6.50%	0.00%	0.00%	0.00%	0.00%
	Total Sales :		\$8,453.50	\$8,453.50	\$0.00	\$0.00	\$0.00	\$0.00
	Non-Taxable Sales :		\$8,453.50	\$8,453.50	\$0.00	\$0.00	\$0.00	\$0.00
	Taxable Sales :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Taxable Subj Limit:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Amount Over Limit :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Tax Charged :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	County Tax	Prim. Rate:	6.50%	6.00%	0.50%	0.00%	0.00%	0.00%
	Total Sales :		\$72,823.21	\$72,823.21	\$72,823.21	\$0.00	\$0.00	\$0.00
	Non-Taxable Sales :		\$11,120.71	\$11,120.71	\$11,120.71	\$0.00	\$0.00	\$0.00
	Taxable Sales :		\$61,702.50	\$61,702.50	\$61,702.50	\$0.00	\$0.00	\$0.00
	Tax Charged :		\$4,010.67	\$3,702.16	\$308.51	\$0.00	\$0.00	\$0.00
99	Exempt	Prim. Rate:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	Total Sales :		\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Non-Taxable Sales :		\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Taxable Sales :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Tax Charged :		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:								
	Total Sales :		\$94,276.71	\$81,276.71	\$72,823.21	\$0.00	\$0.00	\$0.00
	Non-Taxable Sales :		\$32,574.21	\$19,574.21	\$11,120.71	\$0.00	\$0.00	\$0.00
	Taxable Sales :		\$61,702.50	\$61,702.50	\$61,702.50	\$0.00	\$0.00	\$0.00
	Tax Charged :		\$4,010.67	\$3,702.16	\$308.51	\$0.00	\$0.00	\$0.00

\* Number of records printed: 3

## ANALYTICAL REPORTS

Seven reports are available by selecting the Analytical Reports menu option. They are categorized into four types:

- 1) **Trend Reports**
  - Customer Trend ReportAR0208
  - Salesman Trend ReportAR0209
  - Sales Code Trend ReportAR0210
- 2) **Manager Reports**
  - Commission Report
  - Salesman Ranking
- 3) **Inventory Sales Detail**
  - Detail by Customer
  - Detail by Salesman
- 4) **Customer Ranking Report**

Each report is discussed here.

### Customer Trend Reports (AR0208)

This report summarizes monthly sales by customer for the entire year. This report can be used by management to review the sales trends for each customer by month. This type of information may be useful in analyzing peak sales periods versus slow seasons. This type of information would then be very useful for all elements of production, planning, and personnel throughout the company.

You will be prompted for Customer Range, Salesman or all Salesmen, and Region Mask.

**Field Names:**

- Customer Name
- Customer Number
- Sales for each month of the year
- Total
- Grand Totals

## Customer Trend Report

Infinity POWER Sample Company, Inc. Sales Trend Report by Customer						Page 1 (4) 04/28/2006
Customer Name	01/2006	02/2006	03/2006	04/2006	05/2006	06/2006
Account Number	07/2006	08/2006	09/2006	10/2006	11/2006	12/2006
Allens Hardware Shops Inc.	\$8,335.69	\$2,775.90	\$2,775.90	\$523.46	\$0.00	\$0.00
ALLE1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$14,410.95 *
Boca Ciega Club	\$0.00	\$0.00	\$9,056.56	\$8,453.50	\$0.00	\$0.00
BOCA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$17,510.06 *
Buccaneer Facilities	\$33,961.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$33,961.81 *
Fred Hart	\$0.00	\$0.00	\$0.00	\$11,957.29	\$0.00	\$0.00
HARC1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$11,957.29 *
Home Depot Inc.	\$13,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HOME1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$13,500.00 *
Joanne Gonzalez	\$0.00	\$0.00	\$8,725.82	\$0.00	\$0.00	\$0.00
JAG1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$8,725.82 *
Sonia Jones Interior Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JONJ1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
National Auto Parts	\$120,673.48	\$112,212.85	\$97,636.23	\$64,950.00	\$0.00	\$0.00
NATI1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$395,472.56 *
Relief World Children's Home	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RWCH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Sampsons Grilling Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SAMPGRILL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Tony Swiss Construction	\$0.00	\$0.00	\$0.00	\$10,718.76	\$0.00	\$0.00
SWIS1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$10,718.76 *
** Grand Totals:	\$176,470.98	\$114,988.75	\$118,194.51	\$96,603.01	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				** Total:		\$506,257.25 **

\* Number of records printed: 11

## **Salesman Trend Report (AR0209)**

This report summarizes monthly sales by salesman for the entire year. This report can be used by management to review the sales trends for each manager by month. This type of information may be useful in analyzing how well a particular individual is performing throughout various periods of the year. As a tool for allowing them to gauge themselves, this report would be very beneficial. By selecting specific ranges, you may see how well a single individual is doing as well as a selective group or the whole sales staff.

**Field Names:**

- Manager Name
- Manager Number
- Sales for each month of the year
- Total
- Grand Totals

## Salesmen Trend Report

Infinity POWER Sample Company, Inc.  
Sales Trend Report by Salesman

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Salesman Name Number	01/2006 07/2006	02/2006 08/2006	03/2006 09/2006	04/2006 10/2006	05/2006 11/2006	06/2006 12/2006
Bill Maguire	\$38,950.70	\$2,775.90	\$33,398.90	\$21,946.26	\$0.00	\$0.00
BM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$97,071.76 *
Carlos Montoya	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CIM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Donnell Curtis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DGC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Edmundo Lacayo	\$31,912.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EDL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$31,912.50 *
House Sales	\$22,500.00	\$0.00	\$8,725.82	\$384.37	\$0.00	\$0.00
HOUSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$31,610.19 *
Ivan Grant	\$0.00	\$0.00	\$9,056.56	\$8,453.50	\$0.00	\$0.00
IUG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$17,510.06 *
Jack Friedman	\$114,508.39	\$106,732.41	\$91,946.85	\$62,192.58	\$0.00	\$0.00
JF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$375,380.23 *
** Grand Totals:	\$207,871.59	\$109,508.31	\$143,128.13	\$92,976.71	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				** Total:		\$553,484.74 **

\* Number of records printed: 7

## **Sales Code Trend Report (AR0210)**

This report summarizes monthly sales by sales code for the entire year. This report may be used by management to review the sales trends for each sales code by month. This information is very useful for analyzing sales by various product codes. Sales Codes allow you to selectively categorize various groups of products together to determine sales by category. With this ability, very detailed analysis information may be available through these reports.

**Field Names:**

- Sales Code Description
- Sales Code Number
- Sales for each month of the year
- Total
- Grand Totals



## Sales Code Trend Report

Infinity POWER Sample Company, Inc.						Page 1
Sales Trend Report by Sales Code						(4) 04/28/2006
Sales Code Description	01/2006	02/2006	03/2006	04/2006	05/2006	06/2006
Sales Code	07/2006	08/2006	09/2006	10/2006	11/2006	12/2006
Sales - Taxable	\$126,882.90	\$84,314.51	\$87,528.95	\$61,727.50	\$0.00	\$0.00
10000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$360,453.86 *
Sales - Tax Exempt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Concrete Materials - Residenti	\$8,766.00	\$2,922.00	\$3,019.56	\$5,020.10	\$0.00	\$0.00
31100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$19,727.66 *
Electrical Materials	\$30,623.00	\$414.00	\$39,317.00	\$4,629.59	\$0.00	\$0.00
31200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$74,983.59 *
Framing Materials	\$8.41	\$3,463.50	\$4,240.06	\$1,471.95	\$0.00	\$0.00
31300	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$9,183.92 *
Plumbing Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$0.00 *
Roofing Materials	\$0.00	\$540.40	\$540.40	\$8,453.50	\$0.00	\$0.00
31500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				* Total:		\$9,534.30 *
** Grand Totals:	\$166,280.31	\$91,654.41	\$134,645.97	\$81,302.64	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				** Total:		\$473,883.33 **

\* Number of records printed: 7

## Commission Report (AR0211)

This report provides a detailed breakdown of commissions by manager. The commission calculation is based on the method selected for each manager. This report may be used by management to review the detail of all transactions posted to the Accounts Receivable system for each manager for verification of the commissions to be paid on those sales. It may be used for auditing the sales, cost of sales, and gross profit amounts. You will be allowed to select a salesman range and a date range that may include all transactions for the current fiscal year. You may select or deselect transaction types by <clicking> on or off the check boxes.

In the Transactions Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired transaction type selections.

By <clicking> on the **Sales Code Detail** check box, the system will print all sales code detail for each transaction and also a sales code summary at the end of the report. If you <click> the **Exclude Cost** check box, the system will exclude the cost of sales from the printed report.

This report may be printed based on Gross Sales or on Net Sales. Different sales persons may fall into one or the other classification. If your commission is specified to be paid on cash receipts, then this report will list only those payments received from customers that are configured for the selected salesmen. This report is designed to print separately for each salesman with the listing of all commission related transactions and a total commission calculation at the end.

### Field Names:

- Transaction Date
- Customer Number
- Customer Name
- Transaction Type
- Transaction Number
- Transaction Description
- Salesman Number
- Job Number
- Transaction Amount
- Cost of Sales Amount
- Tax Amount
- Freight Amount
- Total Amount of the Transaction
- Gross Profit Amount
- Gross Profit Percentage
- Salesman Totals:
- Commission Calculations
- Optional Transaction Detail
- Sales Code
- Description
- Inventory Item Number
- Quantity
- Unit of Measure
- Unit Price
- Extended Price
- Cost
- Gross Profit
- Gross Profit Percent

## Commission Report

Infinity POWER Sample Company, Inc.  
Detailed Commission Report

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Date	Customer #	Name			Trans. Amount	Cost Amount	Tax	Total
Type	Trans. #	Description	Slm #	Job #	Reg Payment Method	Gross Profit	Freight	GP %
04/28/2006	HARC1	Fred Hart				\$0.00	\$0.00	\$0.00
Adj	10525	Record Shipment (SO)	BM	10525		\$0.00	\$0.00	0.00%
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Extended Price	Extended Cost	
SC008	COS Accrual			No				
							\$0.00	\$3,562.74
04/28/2006	HARC1	Fred Hart				\$11,227.50	\$5,344.11	\$729.79
Inv	69277	Invoice	BM	10525		\$5,883.39	\$0.00	\$11,957.29
								52.40%
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Extended Price	Extended Cost	
SC001	Sales Tax			No				\$729.79
								\$0.00
10000	SONY 50" LCD Color Television			Yes	5.00	Each	\$2,495.00000	10.00%
	SONY 52311							\$11,227.50
								\$5,344.11
SC008	COS Accrual			No				\$0.00
								\$3,562.74-
04/30/2006	SWIS1	Tony Swiss Construction				\$10,718.76	\$9,551.50	\$0.00
Inv	69237	Invoice	BM				\$1,167.26	\$0.00
								\$10,718.76
								10.89%
** Detail:								
Code	Description	Tax Quantity	U/M	Unit Price	Disc.	Extended Price	Extended Cost	
31100	Concrete Blocks			No	1,000.00	EA	\$5.01000	\$5,010.00
	1060185461							\$2,730.00
31200	Electric Box Pole			No	20.00	EA	\$212.75000	\$4,255.00
	11APOLE							\$5,920.00
31300	12' - 2" X 4" Boards			No	14.00	EA	\$9.34000	\$130.76
	305011688							\$52.50
31300	4' X 8' - Sheet Plywood			No	100.00	EA	\$13.23000	\$1,323.00
	305022511							\$849.00
* Salesman Totals:						\$21,946.26	\$14,895.61	\$729.79
( Cash:						\$0.00 )	\$7,050.65	\$0.00
								\$22,676.05
								32.13%

\*\* Commission Calculations for Bill Maguire:

Total Net Sales:	\$7,050.65		
Level 1:	\$3,500.00	20.00%	\$700.00
Level 2:	\$2,500.00	15.00%	\$375.00
Above Level 2:	\$1,050.65	10.00%	\$105.07
Total Amount of Commission:			\$1,180.07

\* Number of records printed: 3

## **Salesman Ranking (AR0212)**

This report ranks up to **500** salesmen by either MTD or YTD gross or net sales. This report is a very valuable tool in evaluating and comparing the manager's sales abilities. You may select a range of manager and then rank up to **500** on either Month-To-Date or Year-to-Date gross sales or net sales. This report will print in descending order with the summary sales information printed for each manager.

### **Field Names:**

- Salesman Number
- Salesman Name
- Month-To-Date Gross Sales
- Month-To-Date Net Sales
- Year-to-Date Gross Sales
- Year-to-Date Net Sales
- Ranking Number
- Grand Totals

## Salesman Ranking

Infinity POWER Sample Company, Inc.  
Salesman Ranking Report  
(Based on YTD Gross Sales)

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Salesman # & Name		/ ———— Month to Date ———— /		/ ———— Year to Date ———— /		#
		Gross Sales	Net Sales	Gross Sales	Net Sales	
JF	Jack Friedman	\$62,192.58	\$54,873.21	\$375,380.23	\$356,173.21	1
BM	Bill Maguire	\$21,946.26	\$7,050.65	\$97,071.76	\$50,960.68	2
EDL	Edmundo Lacayo	\$0.00	\$0.00	\$31,912.50	\$7,855.50	3
HOUSE	House Sales	\$384.37	\$230.37	\$31,610.19	\$25,208.64	4
IUG	Ivan Grant	\$8,453.50	\$4,676.25	\$17,510.06	\$11,296.66	5
ALF	Alfred Fredricks	\$0.00	\$0.00	\$0.00	\$0.00	6
ANG	Ashley Gonzalez	\$0.00	\$0.00	\$0.00	\$0.00	7
CIM	Carlos Montoya	\$0.00	\$0.00	\$0.00	\$0.00	8
DGC	Donnell Curtis	\$0.00	\$0.00	\$0.00	\$0.00	9
JGK	Jason Keyes	\$0.00	\$0.00	\$0.00	\$0.00	10
JLG	Janie Goss	\$0.00	\$0.00	\$0.00	\$0.00	11
JUT	Joshua Thomas	\$0.00	\$0.00	\$0.00	\$0.00	12
LMR	Lou Rush	\$0.00	\$0.00	\$0.00	\$0.00	13
MBS	Marco Suarez	\$0.00	\$0.00	\$0.00	\$0.00	14
MPS	Michelle Shaw	\$0.00	\$0.00	\$0.00	\$0.00	15
RCW	Russell Wartner	\$0.00	\$0.00	\$0.00	\$0.00	16
SBP	Sonalee Patel	\$0.00	\$0.00	\$0.00	\$0.00	17
SDG	Steve Gash	\$0.00	\$0.00	\$0.00	\$0.00	18
* Grand Totals:		\$92,976.71	\$66,830.48	\$553,484.74	\$451,494.69 *	

\* Number of records printed: 18

## Inventory Detail by Customer (AR0213)

This report provides a complete history of inventory sales and returns for specified customers.

### **NOTE**

This report requires the maintaining of transaction detail in Manufacturing Inventory Management.

This report can be used by management to evaluate each customer's history of purchases by inventory item. In many instances, you may want to be able to evaluate the types of products a specific customer is primarily purchasing from you. This may assist you in many ways from your stocking of products to notifying key customers about upcoming sales.

Some customers simply do not remember what it is they have been purchasing from you. This report will give you complete details. This report may be printed for a specific date range and transaction type (*sales, returns or both*).

### **Field Names:**

- Customer Number
- Customer Name
- Manager Number
- Manager Name
- Inventory Item Number
- Inventory Item Description
- Transaction Type
- Quantity
- Unit of Measure
- Transaction Description
- Transaction Date
- Total Cost
- Total Price
- Totals
- Grand Totals

## Inventory Detail by Customer

Infinity POWER Sample Company, Inc. Inventory Detail By Customer						Page 1 (4) 04/28/2006
Customer Number & Name Salesman # & Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost Total Price	
HARC1    Fred Hart BM        Bill Maguire	SONY 52311	3	1.00000	Invoice	\$0.00	
	SONY 50" LCD Color Television	Sales Order	Each	04/28/2006	\$2,495.00	
		3	4.00000	Invoice	\$0.00	
		Sales Order	Each	04/28/2006	\$8,732.50	
		4	1.00000	Invoice	\$1,781.37	
		Withdrawal	Each	04/28/2006	\$2,245.50	
		4	1.00000	Invoice	\$1,781.37	
		Withdrawal	Each	04/28/2006	\$2,245.50	
		4	1.00000	Invoice	\$1,781.37	
		Withdrawal	Each	04/28/2006	\$2,245.50	
** Totals:		3) Sales Order	5.00000		\$0.00 *	
					\$11,227.50 *	
		4) Withdrawal	3.00000		\$5,344.11 *	
					\$6,736.50 *	

Infinity POWER Sample Company, Inc.  
Inventory Detail By Customer

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Customer Number & Name Salesman # & Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost Total Price
** Grand Totals:		3) Sales Order	5.00000		\$0.00 *
					\$11,227.50 *
		4) Withdrawal	3.00000		\$5,344.11 *
					\$6,736.50 *

\* Number of records printed: 5



## Inventory Detail by Salesman (AR0214)

This report provides a complete history of inventory sales and returns for specified salesmen.

### **NOTE**

This report requires the maintaining of transaction detail in Manufacturing Inventory Management.

This report can be used by management to evaluate the inventory items that have been purchased by a particular salesperson's assigned customer accounts. It should not be confused with the Sales Commission Report, as this report will give a detail listing of all inventory transactions for each customer that is currently assigned to a particular salesperson, regardless of who the originating salesperson was at the time of the transaction. The report is very helpful to current sales representatives by assisting in analyzing the overall types of products their assigned customers have purchased within a specified date range.

The report will only use the default salesperson that is currently assigned as the salesperson in the customer's master record to determine all sales, withdrawals from inventory, and returns. Once this option is selected, you will be prompted to enter a desired salesperson for analysis. Only one salesperson at a time will be allowed. Next, you may include transaction types that have originated from sales orders, withdrawals from inventory, or returns back to inventory. You will then enter the beginning and ending date range to include in this report.

### **Field Names:**

- Customer Number
- Customer Name
- Type / Class / Part #
- Transaction Type
- Quantity expressed in Unit of Measure
- Reference Number / Description
- Total Cost
- Description
- Transaction Date
- Total Price

## Inventory Detail by Salesman

Infinity POWER Sample Company, Inc.  
Inventory Detail Report  
For Salesman Bill Maguire

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Customer Number	Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost Total Price
JONJ1	Sonia Jones Interior Design	50221165 Lightweight Sawblades	3 Sales Order	100.00000- EA	Invoice 04/01/2006	\$0.00 \$879.75-
		** Totals:	3) Sales Order	100.00000- EA		\$0.00 * \$879.75-
JONJ1	Sonia Jones Interior Design	608112 Meter (Glass Case)	3 Sales Order	5.00000- EA	Invoice 04/01/2006	\$0.00 \$144.27-
		** Totals:	3) Sales Order	5.00000- EA		\$0.00 * \$144.27-
JONJ1	Sonia Jones Interior Design	608126 Electric Box Pole Stand	3 Sales Order	100.00000- EA	Invoice 04/01/2006	\$0.00 \$8,280.00
		** Totals:	3) Sales Order	100.00000- EA		\$0.00 * \$8,280.00 *
JONJ1	Sonia Jones Interior Design	8010100 Green Paint - Standard Order	3 Sales Order	20.00000- Gal	Invoice 04/01/2006	\$0.00 \$288.00-
		** Totals:	3) Sales Order	20.00000- Gal		\$0.00 * \$288.00-

Infinity POWER Sample Company, Inc. Inventory Detail Report For Salesman Bill Maguire					Page 2 (4) 04/28/2006
Customer Number Name	Item Number Description	Trans. Type	Quantity U/M	Ref. # / Desc. Trans. Date	Total Cost Total Price
** Grand Totals:					
		3) Sales Order	25.00000-		\$0.00 *
					\$6,967.98 *

## Customer Ranking (AR0223)

This report ranks up to **500** customers by either MTD or YTD sales. This report is a very valuable tool in evaluating and comparing your sales to customers. You can also mask by region. This report offers to print the ranking in either the **“highest ranking”** order or the **“lowest ranking”** order. You may select a range of customers and then rank up to **500** on either Month-To-Date or Year-to-Date sales. You can also mask customers by region.

### Field Names:

- Customer Number
- Customer Name
- Month-To-Date Sales
- Month-To-Date Average Invoice
- Year-to-Date Sales
- Year-to-Date Average Invoice
- Ranking Number
- Grand Totals

## Customer Ranking

Infinity POWER Sample Company, Inc.  
Customer Ranking Report  
(Based on YTD Sales)

Page 1  
(4) 04/28/2006

Customer # & Name	Month to Date			Year to Date			#
	Sales	Avg. Inv.	# Inv	Sales	Avg. Inv.	# Inv	
NATI1 National Auto Parts	\$64,950.00	\$16,237.50	4	\$395,472.56	\$16,478.02	24	1
UNIV1 University of Tampa	\$0.00	\$0.00	0	\$61,246.00	\$30,623.00	2	2
BUCS Buccaneer Facilities	\$0.00	\$0.00	0	\$33,961.81	\$33,961.81	1	3
BOCA Boca Ciega Club	\$8,453.50	\$8,453.50	1	\$17,510.06	\$8,755.03	2	4
ALLE1 Allens Hardware Shops Inc.	\$523.46	\$261.73	2	\$14,410.95	\$1,801.37	8	5
HOME1 Home Depot Inc.	\$0.00	\$0.00	0	\$13,500.00	\$13,500.00	1	6
HARC1 Fred Hart	\$11,957.29	\$11,957.29	1	\$11,957.29	\$11,957.29	1	7
SWIS1 Tony Swiss Construction	\$10,718.76	\$10,718.76	1	\$10,718.76	\$10,718.76	1	8
Z-CASH Cash Sale, Thank You!	\$384.37	\$192.19	2	\$9,384.37	\$3,128.12	3	9
JAG1 Joanne Gonzalez	\$0.00	\$0.00	0	\$8,725.82	\$8,725.82	1	10
JONJ1 Sonia Jones Interior Design	\$0.00	\$0.00	0	\$0.00	\$0.00	0	11
RWCH Relief World Children's Home	\$0.00	\$0.00	0	\$0.00	\$0.00	0	12
SAMPGRILL Sampsons Grilling Systems	\$0.00	\$0.00	0	\$0.00	\$0.00	0	13
TEDS1 Ted's Sheds Inc.	\$0.00	\$0.00	0	\$0.00	\$0.00	0	14
USF1 University of South Florida	\$0.00	\$0.00	0	\$0.00	\$0.00	0	15
* Grand Totals:	\$96,987.38	\$8,817.03	11	\$576,887.62	\$13,111.08	44 *	

\* Number of records printed: 15

## MAINTENANCE REPORTS

Six options are available by selecting the Maintenance Reports menu option:

- 1) **Customer Listing**
- 2) **Sales Code Listing**
- 3) **Salesman Listing**
- 4) **Tax Rate Listing**
- 5) **Cycle Invoice Listing**
- 6) **Customer Mailing Labels**

Each report is discussed here.

### Customer Listing (AR0215)

This report provides a listing of all customer information in either detailed or summarized form. This report is designed to allow you a simple listing of your customers in summarized form, or a detailed listing for data input verification or archival purposes. Remember that these reports may be sorted in different orders so that you may get an alphabetical listing as well as listing based on customer numbers. You may also print these listings to the screen if only specific information is needed temporarily.

**Field Names:**

- Customer Number
- Customer Name
- Address
- Ship to: Name
- Ship to: Address
- Tax Rate Number
- Price Level
- Discount Percent
- Credit Limit
- Finance Charge
- Balance Forward
- Contact
- Comments
- Phone Number
- \*Special
- Manager
- Sales History (*By Month*)
- Terms
- Sales Region
- Current Finance Charges
- YTD Finance Charges
- Average Days to Pay
- Invoices Used in Average
- Date of Aging
- Aging Balances

## Customer Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.  
Customer Listing

Page 1  
( 4) 04/28/2006

Customer	Name	Contact	Phone	*U-Define	Region	Slm #
ALLE1	Allens Hardware Shops Inc.	Tony Rizzo	407-434-1288	Commercial	Orlan	JF
BOCA	Boca Ciega Club	Kirk Johnson	954-564-4663	Country Club	SE	IUG
BUCS	Buccaneer Facilities	John Madison	727-235-9656	Storage Grounds	SE	EDL
HARC1	Fred Hart	Fred Hart	813-971-4512	Residential	TPA	BM
HOME1	Home Depot Inc.	Dennis Livingway	813-289-0040	Commerical	FL	JF
JAG1	Joanne Gonzalez	Joanne Gonzalez	813-908-6589	Residential	Tampa	HOUSE
JONJ1	Sonia Jones Interior Design	Denise Jones	813-562-2654	Residential	TPA	BM
NAT11	National Auto Parts	Jeff Williams	813-224-5697	Commercial	TPA	JF
RWCH	Relief World Children's Home	Robert Krist	813-546-5467	NPO	SE	JLG
SAMPGRILL	Sampsons Grilling Systems	Steven Sampson	813-546-5467	Sub-Contractor	SE	RCW
SWIS1	Tony Swiss Construction	Tony Swiss	813-866-3928	Residential	TPA	BM
TEDS1	Ted's Sheds Inc.	Ted Jackson	813-985-1121	Commercial	FL	JF
UNIV1	University of Tampa	Sherry Furness	813-253-6208	Commercial	TPA	BM

\* Number of records printed: 13

## Customer Listing (Detailed)

Infinity POWER Sample Company, Inc.  
Detailed Customer Listing

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(4) 04/28/2006

Customer Number: HARC1

Name : Fred Hart  
Address: 7500 N. Alamo Drive

:  
:  
:

City : Tampa

State : FL

Country:

Zip : 33651

Contact: Fred Hart

Phone : 813-971-4512

Fax # : 813-971-8672

\*U-Define : Residential

Salesman : BM Bill Maguire

Sales Region: TPA

AR Sales Code:

Current Finance Charges: \$71.43

YTD Finance Charges : \$432.94

Ship To: Same  
Address: 2411 N. Palm Way

:  
:  
:

City : St. Petersburg

State : FL

Country:

Zip : 33703

Comments:

E-Mail : fredh@hartcst.com

Terms : 1 Net Days

# Days : 30

Desc. : Net 30

Average Days to Pay: 35

Invoices Used in Avg: 12

Tax Rate: 2 County Tax

Price Level: 1

Discount % : 0.00

Credit Limit: \$18,000.00

Finance Charge : Yes

Balance Forward: No

	Current	31-60 Day	61-90 Day	91-120 Day	Over 120
Date of Aging: 04/28/2006	\$11,957.29	\$0.00	\$0.00	\$0.00	\$29,115.23

Customer Number: HOME1

Name : Home Depot Inc.  
Address: 3030 North Rocky Point Drive

: Suite 3002  
:  
:

City : Tampa

State : FL

Country:

Zip : 33684

Contact: Dennis Livingway

Phone : 813-289-0040

Fax # : 813-224-3598

\*U-Define : Commerical

Salesman : JF Jack Friedman

Sales Region: FL

AR Sales Code:

Current Finance Charges: \$7.76

YTD Finance Charges : \$94.28

Ship To: Same  
Address: Same

:  
:  
:

City :

State :

Country:

Zip :

Comments: They buy lots of sheds every month. GOOD CUSTOMER

DO WHATEVER IT TAKES TO MAKE THEM HAPPY !!

E-Mail : denn@homedepot.com

Terms : 1 Net Days

# Days : 30

Desc. : Net 30 (2 % Disc)

Average Days to Pay: 47

Invoices Used in Avg: 12

Tax Rate: 2 County Tax

Price Level: 6

Discount % : 10.00

Credit Limit: \$250,000.00

Finance Charge : Yes

Balance Forward: No

	Current	31-60 Day	61-90 Day	91-120 Day	Over 120
Date of Aging: 04/28/2006	\$3,161.44	\$0.00	\$3,500.00	\$0.00	\$2,967.89

\* Number of records printed: 2



## Customer Listing (Detailed with History)

Infinity POWER Sample Company, Inc.  
Detailed Customer Listing

Page 1  
(4) 04/28/2006

Customer Number: HARC1			
Name : Fred Hart	Ship To: Same	Tax Rate: 2	County Tax
Address: 7500 N. Alamo Drive	Address: 2411 N. Palm Way	Price Level: 1	
:	:	Discount % : 0.00	
:	:	Credit Limit: \$18,000.00	
:	:	Finance Charge: Yes	
City : Tampa	City : St. Petersburg	Balance Forward: No	
State : FL	State : FL		
Country:	Country:		
Zip : 33651	Zip : 33703		
Contact: Fred Hart	Comments:		
Phone : 813-971-4512			
Fax # : 813-971-8672	E-Mail : fredh@hartcst.com		
*U-Define : Residential			
Salesman : BM Bill Maguire	Terms : 1 Net Days		
Sales Region: TPA	# Days: 30		
AR Sales Code:	Desc. : Net 30		
Current Finance Charges: \$71.43	Average Days to Pay: 35		
YTD Finance Charges : \$432.94	Invoices Used in Avg: 12		

	Current	31-60 Day	61-90 Day	91-120 Day	Over 120
Date of Aging: 04/28/2006	\$11,957.29	\$0.00	\$0.00	\$0.00	\$29,115.23

Sales History:	Period	Invoices	Sales	Period	Invoices	Sales
	01/2006	0	\$0.00	07/2006	0	\$0.00
	02/2006	0	\$0.00	08/2006	0	\$0.00
	03/2006	0	\$0.00	09/2006	0	\$0.00
	04/2006	1	\$11,957.29	10/2006	0	\$0.00
	05/2006	0	\$0.00	11/2006	0	\$0.00
	06/2006	0	\$0.00	12/2006	0	\$0.00
				** Total:	1	\$11,957.29

\* Number of records printed: 1

## Sales Code Listing (AR0216)

This report provides a listing of all sales code information in either detailed or summarized form. You may print this report in a simple format or a detailed listing for data input verification or archival purposes.

**Field Names:**

- Sales Code Number
- Sales Code Description
- Taxable (*Yes or No*)
- General Ledger Sales Account Number
- General Ledger Asset Account Number
- General Ledger Cost of Sales Account Number
- Current Sales
- Current Cost of Sales
- Period
- Checking Account
- Sales
- Cost of Sales
- Total Sales
- Total Cost of Sales

## Sales Code Listing (Non-Detailed)

Infinity POWER Sample Company, Inc.  
Sales Code Listing

Page 1  
( 4) 04/28/2006

Code	Description	Taxable
.	Description Line Only	No
..	Attached Description Line	No
..TEXT	Attached Invoice Text	No
.TEXT	Invoice Text	No
10000	Sales - Taxable	Yes
20000	Sales - Tax Exempt	No
31100	Concrete Materials - Residenti	No
31200	Electrical Materials	No
31300	Framing Materials	No
31400	Plumbing Materials	No
31500	Roofing Materials	No
35000	Miscellaneous Materials	No
39000	Inventory - Supplies	No
40000	8 X 10 Storge Shed - Built	Yes
40500	10 X 12 Storge Shed - Built	Yes
41000	8 X 10 Storge Shed - Kit	Yes
41500	10 X 12 Storge Shed - Kit	Yes
45000	Advanced Billings	No
4TRAN	Shed Transfers To Inventory	No
51101	Concrete Materials Commercial	No
51102	Concrete Materials Residential	No
51161	Concrete Labor - Commercial	No
51162	Concrete Labor - Residential	No
51201	Elec Materials - Commercial	No
51202	Elec Materials - Residential	No
51261	Elec Labor - Commercial	No
51262	Elec Labor - Residential	No
51301	Framing Material - Commercial	No
51302	Framing Material - Residential	No
51361	Framing Labor - Commercial	No
51362	Framing Labor - Residential	No
51401	Plumbing Material -Commercial	No
51402	Plumbing Material -Residential	No
51461	Plumbing Labor -Commercial	No
51462	Plumbing Labor -Residential	No
51501	Roofing Material - Commercial	No
51502	Roofing Material - Residentia	No
51561	Roofing Labor - Commercial	No
51562	Roofing Labor - Residential	No
55000	Custom Mail Box	Yes
99	Labor Work in Process	No
SC001	Sales Tax Charges	No
SC002	Finance Charges	No
SC003	Freight Charges	No
SC004	Sales Discounts Allowed	No
SC005	Payment Discounts Allowed	No
SC006	Cash Receipts	No
SC007	Deposits Received	No
SC008	Cost of Sales - Accrual	No
SC101	Cash Sales	Yes
SC102	Cash Sales - Checks	Yes

Infinity POWER Sample Company, Inc.  
Sales Code Listing

Page 2  
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Code	Description	Taxable
SC103	Cash Sales - Master Card	Yes
SC104	Cash Sales - Visa	Yes
SC105	Cash Sales - American Express	Yes
SCEFT	EFT Sales	No
scins	Insurance Reimbursement	No

\* Number of records printed: 56

## Sales Code Listing (Detailed)

Infinity POWER Sample Company, Inc.  
Sales Code Listing  
Detailed

Page 1  
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Code	Description	Tax	Unit Price	Cur. Sales	Period	Sales	C.O.S.U/M
GL Sales	GL Asset		Unit Cost	Cur. C.O.S.			
JC Code	GL C.O.S.						
.	Description Line Only	No	\$0.00	\$0.00			
			\$0.00	\$0.00			
			\$0.00				
				* Total:		\$0.00	\$0.00
..	Attached Description Line	No	\$0.00	\$0.00			
			\$0.00	\$0.00			
			\$0.00				
				* Total:		\$0.00	\$0.00
..TEXT	Attached Invoice Text	No	\$0.00	\$0.00			
			\$0.00	\$0.00			
			\$0.00				
				* Total:		\$0.00	\$0.00
..TEXT	Invoice Text	No	\$0.00	\$0.00			
			\$0.00	\$0.00			
			\$0.00				
				* Total:		\$0.00	\$0.00
10000	Sales - Taxable	Yes		\$0.00	01/2006	\$126,882.90	\$24,108.84
40000			\$0.00	\$0.00	02/2006	\$84,314.51	\$31.66
			\$0.00		03/2006	\$87,528.95	\$31.66
					04/2006	\$61,727.50	\$5,344.11
				* Total:		\$360,453.86	\$29,516.27
20000	Sales - Tax Exempt	No		\$0.00			
40000			\$0.00	\$0.00			
			\$0.00				
				* Total:		\$0.00	\$0.00
31100	Concrete Materials - Residenti	No		\$0.00	01/2006	\$8,766.00	\$8,628.75
41100-2			\$0.00	\$0.00	02/2006	\$2,922.00	\$2,820.00
			\$0.00		03/2006	\$3,019.56	\$2,820.00
					04/2006	\$5,020.10	\$2,745.62
				* Total:		\$19,727.66	\$17,014.37
31200	Electrical Materials	No		\$0.00	01/2006	\$30,623.00	\$1,922.72
41200-2			\$0.00	\$0.00	02/2006	\$414.00	\$100.00
			\$0.00		03/2006	\$39,317.00	\$17,124.00
					04/2006	\$4,629.59	\$6,068.69
				* Total:		\$74,983.59	\$25,215.41

\* Number of records printed: 8

## **Salesman Listing (AR0217)**

This report provides a listing of all salesman information in either detailed or summarized form. This report is designed to allow you a simple listing of your salesmen in summarized form, or a detailed listing for data input verification or archival purposes.

**Field Names:**

- Manager Number
- Manager Name
- Password
- Commission
- Percent
- Tier Level
- Period
- Gross Sales
- Net Sales
- Total

**Salesman Listing (Non-Detailed)**Infinity POWER Sample Company, Inc.  
Salesman ListingPage 1  
( 4) 04/28/2006

Number	Salesman Name
ALF	Alfred Fredricks
ANG	Ashley Gonzalez
BM	Bill Maguire
CIM	Carlos Montoya
DGC	Donnell Curtis
EDL	Edmundo Lacayo
HOUSE	House Sales
IUG	Ivan Grant
JF	Jack Friedman
JGK	Jason Keyes
JLG	Janie Goss
JUT	Joshua Thomas
LMR	Lou Rush
MBS	Marco Suarez
MPS	Michelle Shaw
RCW	Russell Wartner
SBP	Sonalee Patel
SDG	Steve Gash

\* Number of records printed: 18

## Salesman Listing (Detailed)

Infinity POWER Sample Company, Inc.							Page 1	
Salesman Listing							( 4) 04/28/2006	
Detailed								
Number	Name	Password	Commission	Percent	Tier Level	Period	Gross Sales	Net Sales
BM	Bill Maguire		Net Sales	20.00 %		01/2006	\$38,950.70	\$28,399.23
				15.00 %	\$3,500.00	02/2006	\$2,775.90	\$44.10-
				10.00 %	\$6,000.00	03/2006	\$33,398.90	\$15,554.90
						04/2006	\$21,946.26	\$7,050.65
						Total:	\$97,071.76	\$50,960.68 *
CIM	Carlos Montoya		Net Sales	0.00 %				
				0.00 %	\$0.00	Total:	\$0.00	\$0.00 *
				0.00 %	\$0.00			
DGC	Donnell Curtis		Gross Sales	5.00 %				
				0.00 %	\$0.00	Total:	\$0.00	\$0.00 *
				0.00 %	\$0.00			
EDL	Edmundo Lacayo		Net Sales	5.00 %		01/2006	\$31,912.50	\$7,855.50
				0.00 %	\$0.00	Total:	\$31,912.50	\$7,855.50 *
				0.00 %	\$0.00			
HOUSE	House Sales		None	0.00 %		01/2006	\$22,500.00	\$18,500.00
				0.00 %	\$0.00	03/2006	\$8,725.82	\$6,478.27
				0.00 %	\$0.00	04/2006	\$384.37	\$230.37
						Total:	\$31,610.19	\$25,208.64 *
IUG	Ivan Grant		Gross Sales	5.00 %		03/2006	\$9,056.56	\$6,620.41
				0.00 %	\$0.00	04/2006	\$8,453.50	\$4,676.25
				0.00 %	\$0.00	Total:	\$17,510.06	\$11,296.66 *
JF	Jack Friedman		Gross Sales	4.50 %		01/2006	\$114,508.39	\$106,642.26
				0.00 %	\$0.00	02/2006	\$106,732.41	\$104,721.65
				0.00 %	\$0.00	03/2006	\$91,946.85	\$89,936.09
						04/2006	\$62,192.58	\$54,873.21
						Total:	\$375,380.23	\$356,173.21 *

\* Number of records printed: 7



## Tax Rate Listing (AR0218)

This report provides a listing of all tax rate information in either detailed or summarized form. This report is designed to allow you a simple listing of your tax rates in summarized form, or a detailed listing for data input verification or archival purposes.

**Field Names:**

- Tax Number
- Tax Rate Description
- Rate 1
- Break Point
- Rate 2
- Entity #'s 1-5

**Tax Rate Listing (Non-Detailed)**

Infinity POWER Sample Company, Inc.  
Tax Rate Listing

Page 1  
( 4) 04/28/2006

Tax #	Description	Rate 1	Break Point	Rate 2
1	State Tax	6.000 %	\$5,000.00	6.500 %
2	County Tax	6.500 %	\$0.00	0.000 %
3	City Tax	5.250 %	\$0.00	0.000 %
4	Tourist Tax - City	5.750 %	\$1,000.00	5.250 %
5	Florida State Tax	6.000 %	\$0.00	0.000 %
6	Hillsborough County	6.500 %	\$0.00	0.000 %
99	Exempt	0.000 %	\$0.00	0.000 %
10	Wholesale (Durable)	7.000 %	\$0.00	0.000 %
11	Wholesale (Non-Durable)	7.000 %	\$0.00	0.000 %
12	Retail (Catalog)	7.000 %	\$0.00	0.000 %
13	Retail (Food & Bev)	7.000 %	\$0.00	0.000 %
14	Retail (Auto & Serv)	7.000 %	\$0.00	0.000 %
15	Retail (General Merchandise)	7.000 %	\$0.00	0.000 %
16	Retail (Building & Hardware)	7.000 %	\$0.00	0.000 %
17	Retail (Other)	7.000 %	\$0.00	0.000 %
18	Financial	7.000 %	\$0.00	0.000 %
19	Insurance	7.000 %	\$0.00	0.000 %
20	Real Estate	7.000 %	\$0.00	0.000 %
21	Communications & Utilities	7.000 %	\$0.00	0.000 %
22	Services (Hotels)	7.000 %	\$0.00	0.000 %
23	Services (Laundry)	7.000 %	\$0.00	0.000 %
24	Services (Business)	7.000 %	\$0.00	0.000 %
25	Services (Personal)	7.000 %	\$0.00	0.000 %
26	Services (Auto\Maint)	7.000 %	\$0.00	0.000 %
27	Services (Misc)	7.000 %	\$0.00	0.000 %
28	Services (Medical)	7.000 %	\$0.00	0.000 %
29	Services (Pleasure)	7.000 %	\$0.00	0.000 %
30	Unclassified	7.000 %	\$0.00	0.000 %
31	Dealer Internal Use Only	7.000 %	\$0.00	0.000 %
32	Dealer Demo	7.000 %	\$0.00	0.000 %
33	NPO	0.000 %	\$0.00	0.000 %
34	General Contractors	7.000 %	\$0.00	0.000 %
35	Trades (Sub-Contractors)	7.000 %	\$0.00	0.000 %
7	Manufacturing	4.000 %	\$0.00	0.000 %
8	Mining & Mineral	4.000 %	\$0.00	0.000 %
9	Agriculture	4.000 %	\$0.00	0.000 %

\* Number of records printed: 36

## Tax Rate Listing (Detailed)

Infinity POWER Sample Company, Inc.								Page 1
Tax Rate Listing								(4) 04/28/2005
Detailed								
Tax #	Description	Break Point	Tax Rate	Entity 1	Entity 2	Entity 3	Entity 4	Entity 5
1	State Tax		6.000 %	6.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$5,000.00	6.500 %	6.500 %	0.000 %	0.000 %	0.000 %	0.000 %
2	County Tax		6.500 %	6.000 %	0.500 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
3	City Tax		5.250 %	4.000 %	0.250 %	1.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
4	Tourist Tax - City		5.750 %	4.000 %	0.250 %	1.500 %	0.000 %	0.000 %
		\$1,000.00	5.250 %	4.000 %	0.250 %	1.000 %	0.000 %	0.000 %
5	Florida State Tax		6.000 %	6.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
6	Hillsborough County		6.500 %	6.000 %	0.500 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
99	Exempt		0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
10	Wholesale (Durable)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
11	Wholesale (Non-Durable)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
12	Retail (Catalog)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
13	Retail (Food & Bev)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
14	Retail (Auto & Serv)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
15	Retail (General Merchandise)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
16	Retail (Building & Hardware)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
17	Retail (Other)		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %
18	Financial		7.000 %	7.000 %	0.000 %	0.000 %	0.000 %	0.000 %
		\$0.00	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %	0.000 %

\* Number of records printed: 16

## Cycle Invoice Listing (AR0221)

This report provides a detailed listing of all cycle invoices. This report may be printed in either an invoice register format or in “**proforma**” invoice format. By printing the pro-forma invoice, you will be able to see the cycle invoice in the format that will be used when it is posted. When you execute this option, simply specify the cycle invoice range and mask, then select the type of report that you want.

Once your selections have been made, the following screen will appear:

**Select Form - Cycle Invoice Listing**

Current Form:

Default Form: INV1

Suggested Form: INV1 Browse...

Select Defaults... Cancel Align

Alignment

☒ Suggested Form

☐ Current Form

Contact DPAForms, Inc. for the best quality business forms, checks, tax forms and related accessories for your business software products. Online Ordering at [www.dpaforms.com](http://www.dpaforms.com). Or call (800) 660-8605 9:00am - 6:00pm EST.

<Click> on “**Select**” to continue. You may test your form alignment by <clicking> on the “**Align**” button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on “**Cancel**” to exit this option.

At the end of the report, the system will print a grand total of all invoices that were printed. This way you may see the value of this particular cycle invoice run.

### Field Names:

- Cycle Invoice Number
- Customer Number
- Customer Name
- Transaction Type
- Transaction Number
- Transaction Date
- Transaction Description
- Manager Number
- Sales Code
- Quantity
- Inventory Item Number
- Description
- Taxable
- Unit Price
- Discount Percent
- Extended Price
- Totals

## Cycle Invoice Listing

Infinity POWER Sample Company, Inc.  
Cycle Invoice Listing

Page 1  
(4) 04/28/2006

Customer # Name	Type	Trans #	Date	Description	Slm #	Job Number	Billing Type	
<b>** Cycle Invoice: ALL-1</b>								
ALLE1 Allens Hardware Shops Inc.	Inv	Pro-Forma	04/28/2006	Invoice	BM		Print Invoice	
Code	Quantity	Item Number	Description	Tax	Unit Price	Disc.	Extended Price	
31100	200.00	1060178511	Corner Blocks			No	\$5.59	0.00 % \$1,118.00
31100	400.00	1060185461	Concrete Blocks			No	\$4.51	0.00 % \$1,804.00
Subtotal:								\$2,922.00
Discount:								\$146.10
Total :								\$2,775.90
<b>** Cycle Invoice: Cycle 3</b>								
NAT11 National Auto Parts	Inv	Pro-Forma	04/28/2006	Invoice	JF	96-0112	Print Invoice	
Code	Quantity	Item Number	Description	Tax	Unit Price	Disc.	Extended Price	
31500	20.00	201502241	Roofing Tar Paper			No	\$27.02	0.00 % \$540.40
31300	50.00	305022511	4' X 8' - Sheet Plywood			No	\$13.23	0.00 % \$661.50
31200	5.00	608126	Electric Box Pole Stand			No	\$82.80	0.00 % \$414.00
31300	300.00	305011688	12' - 2" X 4" Boards			No	\$9.34	0.00 % \$2,802.00
Subtotal:								\$4,417.90
Total :								\$4,417.90
<b>** Cycle Invoice: Cycle2</b>								
NAT11 National Auto Parts	Inv	Pro-Forma	04/28/2006	Invoice	JF		Print Invoice	
Code	Quantity	Item Number	Description	Tax	Unit Price	Disc.	Extended Price	
10000	1.00		Sales - Taxable			Yes	\$21,352.50	0.00 % \$21,352.50
Subtotal:								\$21,352.50
Tax :								\$1,387.91
Total :								\$22,740.41
<b>** Cycle Invoice: Cycle4</b>								
NAT11 National Auto Parts	Inv	Pro-Forma	04/28/2006	Invoice	JF	USF2004	Print Invoice	
Code	Quantity	Item Number	Description	Tax	Unit Price	Disc.	Extended Price	
31200	1.00	608112	Meter (Glass Case)			No	\$18,600.00	0.00 % \$18,600.00
Subtotal:								\$18,600.00
Total :								\$18,600.00
** Grand Total :								\$48,534.21

\* Number of records printed: 4

## **Customer Mailing Labels (AR0219)**




This option prints mailing labels or rotary file cards for specified customers. This option allows you to print labels for selected customers using either the billing address or shipping address. You may configure the size of the label that will print so that you may use standard mailing labels or other specialized labels such as rotary cards.

You may also use a mask of certain fields such as zip code, state, and city. This allows you to print labels for a specific area, for special promotional mailings. If you are printing rotary file cards, you may include the phone number of the customer.

### **Field Names:**

- Customer Name
- Customer Address or Ship to Address
- Contact
- Phone Number (optional)

Customer Mailing Labels

	<div><div><div>DATA PRO ACCOUNTING SOFTWARE, INC.</div><div>150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701</div></div></div>	
	<div>TO: Allens Hardware Shops Inc. ATTN: Tony Rizzo 400 E. Kennedy Blvd. Orlando, FL 33421</div>	
	<div><div><div>DATA PRO ACCOUNTING SOFTWARE, INC.</div><div>150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701</div></div></div>	
	<div>TO: Fred Hart ATTN: Fred Hart 7500 N. Alamo Drive Tampa, FL 33651</div>	
	<div><div><div>DATA PRO ACCOUNTING SOFTWARE, INC.</div><div>150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701</div></div></div>	
	<div>TO: Home Depot, Inc. ATTN: Dennis Livingway 3030 No. Rocky Point Dr W Tampa, FL 33684</div>	

## Ship-To Address Listing (AR0434)

This report provides a listing of all Ship-To information in either detailed or summarized form. This report is designed to provide you with a simple listing of your Customer's Ship-To Addresses in summarized form, or a detailed listing for data input verification or archival purposes. Remember that these reports may be sorted in different sequences so that you may get an alphabetical listing as well as listing sorted by customer numbers.

You may also print these listings to the screen, if only specific information is needed temporarily. Specify the range of customers to include on the report and the system will then prompt you for the type of report you desire.

### **Non-detailed Listing**

### **Detailed Listing**

#### **Field Names:**

- Customer Number
- Location Number
- Customer Name
- Ship to: Name
- Ship to: Address
- Tax Rate Number
- Contact
- Phone Number
- Salesman



Ship-To Addresses (Non-Detailed)

Infinity POWER Sample Company, Inc.				Page 1	
Ship-To Address Listing				(4) 04/28/2006	
Customer	Name	Location #	Ship-To Address	Slm	Tax
ALLE1	Allens Hardware Shops Inc.	Clearwater	Allen's Hardware Shops Inc.	JF	1
		St. Petersburg	Allens Hardware Shops Inc.	JF	1
		Tampa	Allen's Hardware Shops Inc.	JF	3
HOME1	Home Depot Inc.	St. Petersburg	Home Depot Inc.	BM	5
		Winter Haven	Home Depot	ST	5

\* Number of records printed: 2

## Ship-To Addresses (Detailed)

Infinity POWER Sample Company, Inc. Ship-To Address Listing				Page 1 (4) 04/28/2006	
Customer	Name	Location #	Ship-To Address	Slm	Tax
ALLE1	Allens Hardware Shops Inc.	Clearwater	Allen's Hardware Shops Inc. 8814 Belcher Ave. Clearwater, Fl 33521	JF	1
		St. Petersburg	Allens Hardware Shops Inc. 7721 N. 66th Street St. Petersburg, Fl 33587	JF	1
		Tampa	Allen's Hardware Shops Inc. 400 Palm St. Tampa, Fl 33610	JF	3
HOME1	Home Depot Inc.	St. Petersburg	Home Depot Inc. 4501 Henderson St. St.Petersburg, Fl 33478	BM	5
		Winter Haven	Home Depot 1400 W. Cypress Blvd. Winter Haven, Fl 33512	ST	5

\* Number of records printed: 2

## Customer Price List (AR0441)

This report provides a detailed listing of all inventory items defined within a Price Plan assigned to a specific customer. The report is designed to allow you to print a detailed listing of all inventory items defined within all price plans assigned to a specific customer. This may be used to verify all data input or for archival purposes.

### **NOTE**

If a particular inventory item has been defined in more than one price plan for a specific customer, when it is calculating the price for this item on an invoice, proposal, or sales order, it will scan the price plans for that customer sequentially. Therefore, the price will be determined by the first plan that it comes to that has the inventory item defined and all minimum and maximum criteria have been met.

### **Field Names:**

- Part Number
- Description (*Inventory Item Description*)
- U/M (*Unit of Measure*)
- Min. Qty. (*Minimum Quantity*)
- Max. Qty. (*Maximum Quantity*)
- Unit Price
- Beginning Valid Date Range
- Ending Valid Date Range

## Customer Price List

Infinity POWER Sample Company, Inc.  
Customer Pricing Report  
Allens Hardware Shops Inc.

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(4) 04/28/2006

Part Number	Description	U/M	Min. Qty.	Max. Qty.	Unit Price
TTCDNUT219/0005.0200	True X 1600 (FC) 5 Gal.	Pail	5.00	10.00	\$30.00000
TTCDNUT219/0007.0200	True X 1600 (FC) 7 Gal.	Pail	5.00	10.00	\$25.00000
40770611	100' - Heavy Gauge Copper Wire	Feet	5.00	10.00	\$100.18800
40770614	50' - Heavy Gauge Copper Wire	Feet	5.00	10.00	\$71.72100
408016134	Electrical Outlet Box	EA	5.00	10.00	\$131.78700
40770611	100' - Heavy Gauge Copper Wire	Feet	11.00	20.00	\$89.05600
40770614	50' - Heavy Gauge Copper Wire	Feet	11.00	20.00	\$63.75200
408016134	Electrical Outlet Box	EA	11.00	20.00	\$117.14400
606107	2" Wire Clamp	EA			\$1.12000
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		0.00	2.00	\$1,969.74700
9990110010x12KIT	10 X 12 Storage Shed - KIT		0.00	2.00	\$1,053.00000
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		2.00	4.00	\$1,893.98750
9990110010x12KIT	10 X 12 Storage Shed - KIT		2.00	4.00	\$1,012.50000
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		4.00	6.00	\$1,818.22800
9990110010x12KIT	10 X 12 Storage Shed - KIT		4.00	6.00	\$972.00000
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		6.00	0.00	\$1,666.70900
9990110010x12KIT	10 X 12 Storage Shed - KIT		6.00	0.00	\$891.00000
1060178511	Corner Blocks	EA			\$5.58900
1060185461	Concrete Blocks	EA			\$4.50800
1060216522	Cement - 100 lb. Bag	Bag			\$33.12000
11APOLE	Electric Box Pole	EA			\$191.47500
201502241	Roofing Tar Paper	Roll			\$24.32250
201513311	Roofing Tar	Gal			\$55.89000

Infinity POWER Sample Company, Inc.  
Customer Pricing Report  
Allens Hardware Shops Inc.

Page 2  
(4) 04/28/2006

Part Number	Description	U/M	Min. Qty.	Max. Qty.	Unit Price
201646141	Roofing Nails	Bag			\$17.07750
301402200	Roofing Shingles	Box			\$82.80000
305011670	8' - 2" X 4" Boards	EA			\$5.42800
305011677	10' - 2" X 4" Boards	EA			\$6.46300
305011688	12' - 2" X 4" Boards	EA			\$8.40650
305022511	4' X 8' - Sheet Plywood	EA			\$11.90250
40770611	100' - Heavy Gauge Copper Wire	Feet			\$100.18800
40770614	50' - Heavy Gauge Copper Wire	Feet			\$71.72550
408016134	Electrical Outlet Box	EA			\$131.79000
50221165	Lightweight Sawblades	EA			\$8.79750
606107	2" Wire Clamp	EA			\$2.19650
607131	Electric Box - Fuses	EA			\$3.56500
608112	Meter (Glass Case)	EA			\$28.85350
608126	Electric Box Pole Stand	EA			\$74.52000

## CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses the many types of Analytical Graphs utilized by the **Windows GUI** version of the **Accounts Receivable** module. These graphs are designed to give you an instant visualization of your customer, sales code, and salesman information.

No other programs are required to execute this option. The system performs all graphics functions from within its own programs. Check the hardware requirements section your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function. The ability to perform Analytical Graphs is currently not available with the **Linux** versions.

After the graph has been displayed to your screen, printing is one simple step:

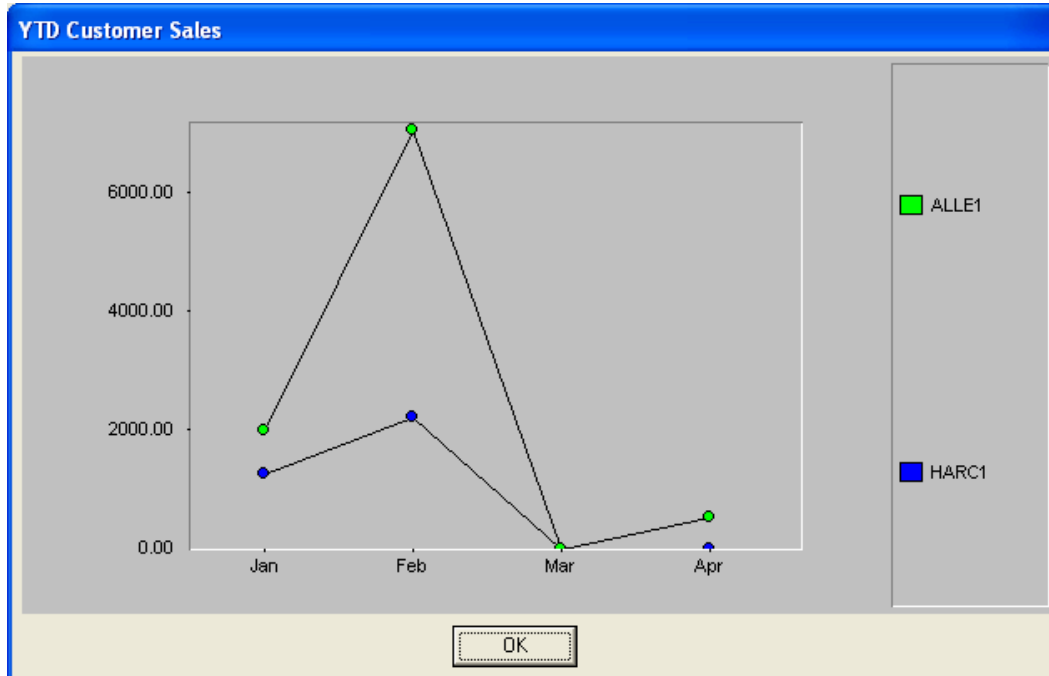
For Windows Compatibles: Press **ALT Print Screen** and paste into a **WORD** document.

You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

### SALES TREND BY CUSTOMER (AR0301)

This option provides a line graph displaying sales by month for the current year for up to four (4) specified customers.

This option is designed to chart the historical sales for a customer's account for every month in the current accounting year. This allows you to see very quickly the upward and downward trends of customer sales. When you execute this option, you should select the customers to include on the graph.

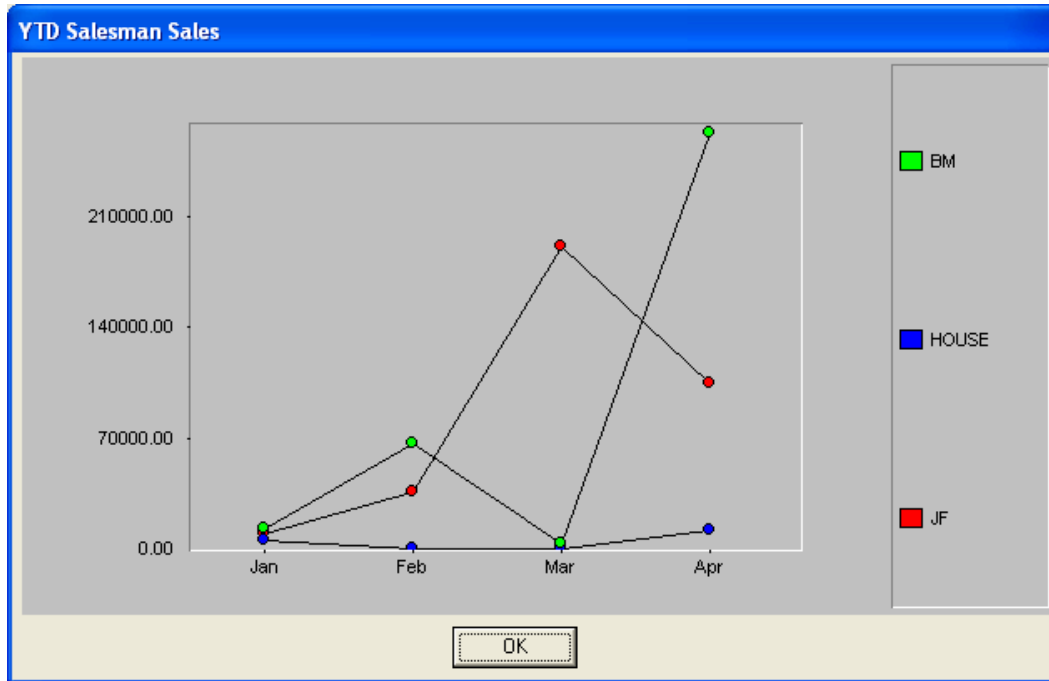


## SALES TREND BY SALESMAN (AR0302)

This option provides a line graph displaying sales by month for the current month for the current year for up to four (4) specified salesmen.

This option is designed to chart the historical sales for a salesman for every month in the current accounting year. This allows you to see very quickly the upward and downward trends of the salesman's performance.

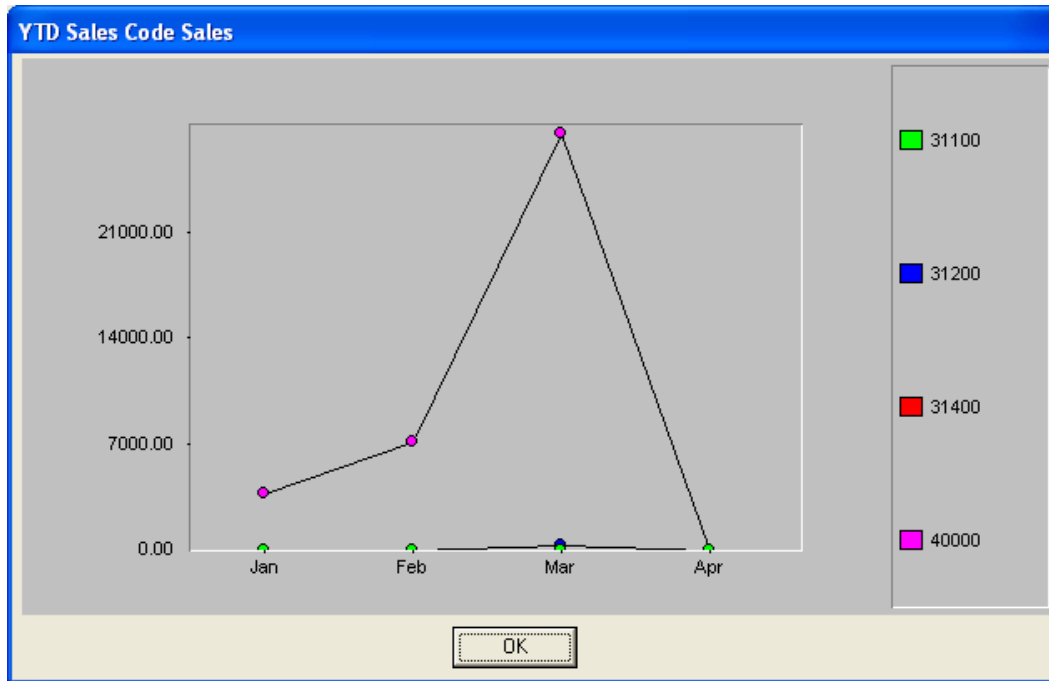
When you execute this option, you should select the salesmen to include on the graph.



## SALES TREND BY SALES CODE (AR0303)

This option provides a line graph displaying sales by month for the current month for the current year for up to four (4) specified sales codes.

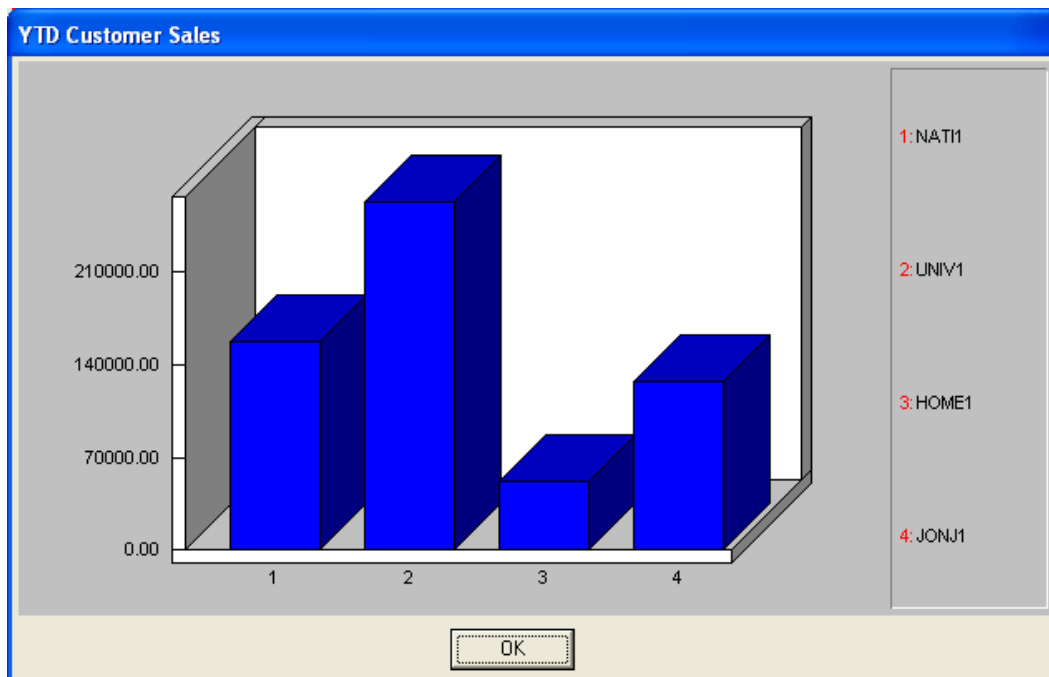
This option is designed to chart the historical sales for a sales code for every month in the current accounting year. This allows you to see very quickly the upward and downward trends of sales by sales code. When you execute this option, you should select the sales codes to include on the graph.



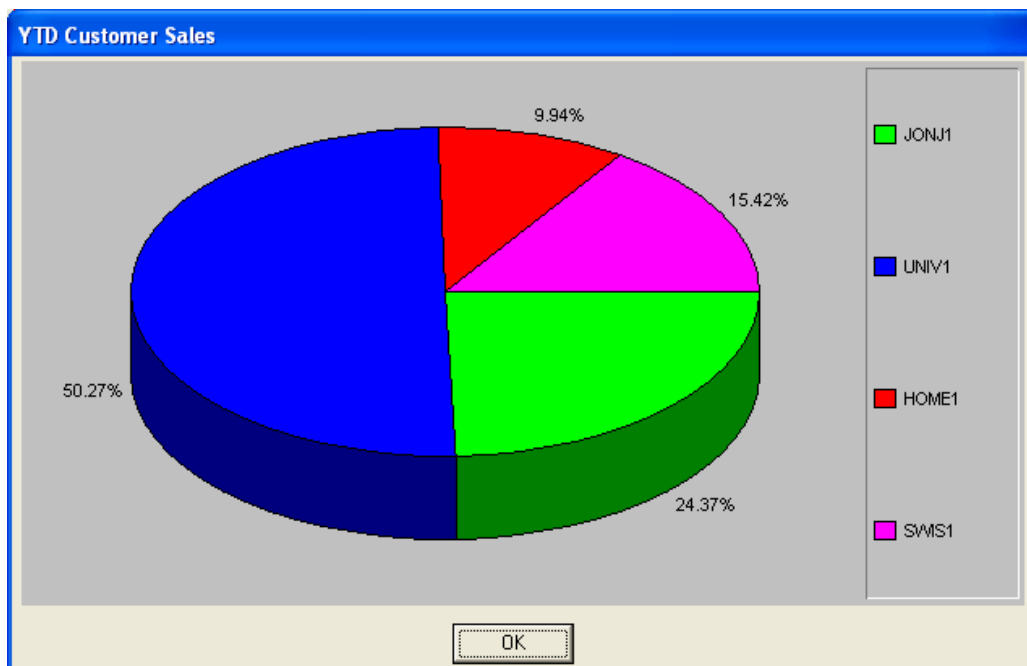
## CUSTOMER COMPARISON (AR0304)

This option provides a bar or pie graph comparing either MTD or YTD sales for up to twelve (12) specified customers.

This option will enable you to compare customer sales based on either the current Month-To-Date sales or Year-to-Date sales. You will be allowed to select up to twelve customer accounts to compare and also the basis (*MTD or YTD*). After selecting the customers and specifying the basis, you may display the graph in either a Bar Graph or Pie Chart format.



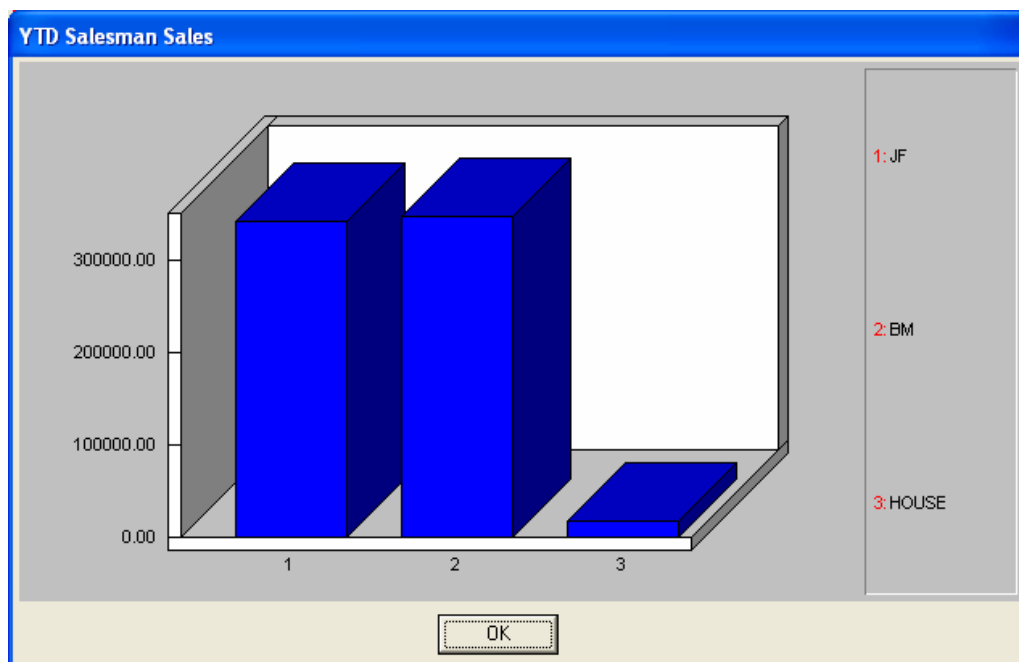


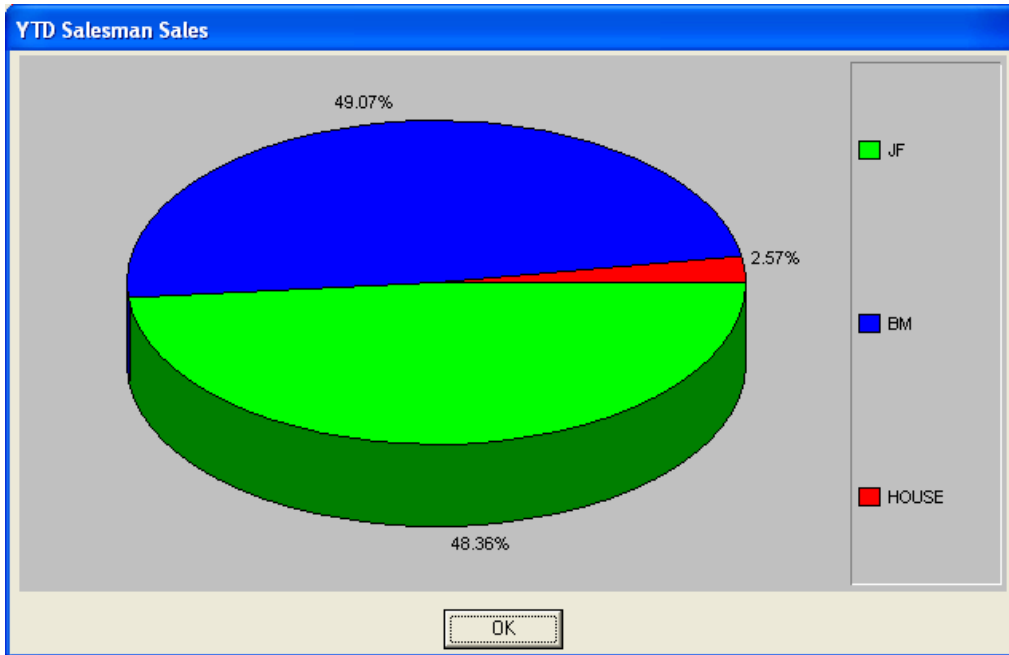


## SALESMAN COMPARISON (AR0305)

This option provides a bar or pie graph comparing either MTD or YTD sales for up to twelve (12) specified salesmen.

This option will enable you to compare salesman based on either the current Month-To-date sales or Year-to-Date sales. You will be allowed to select up to twelve salesmen to compare and also the basis (*MTD or YTD*). After selecting the salesmen and specifying the basis, you may display the graph in either a Bar Graph or Pie Chart format.

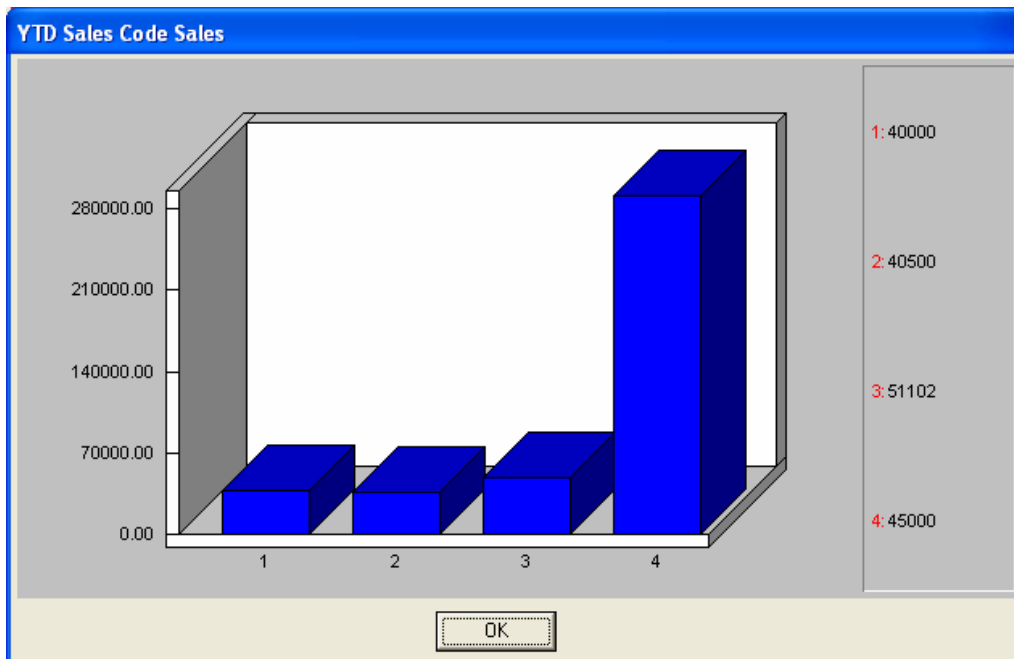


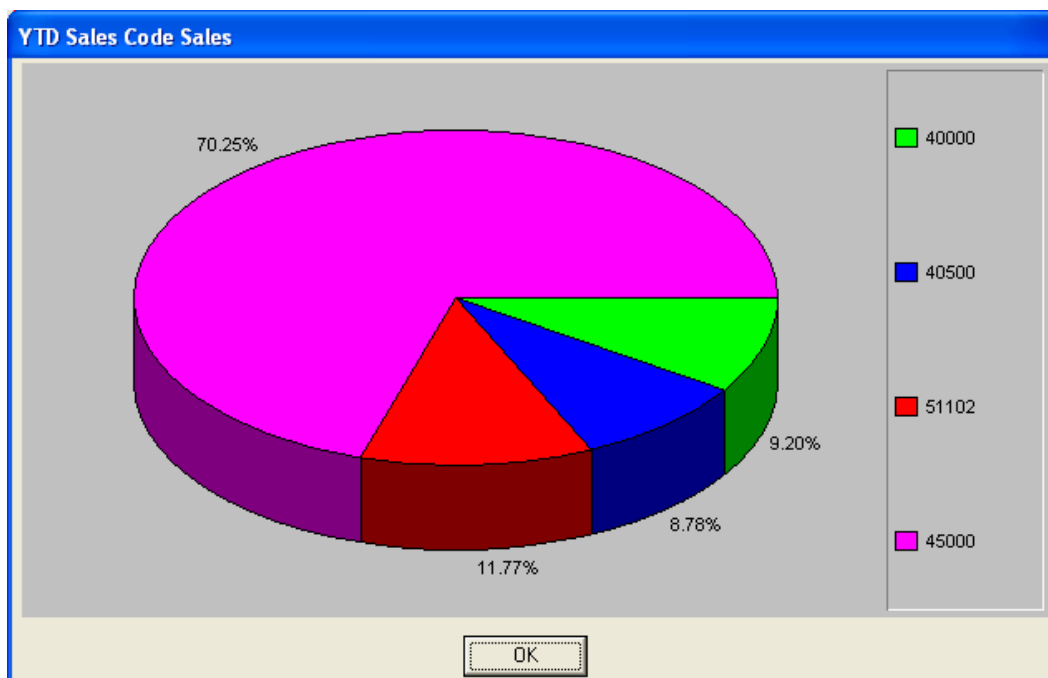


## SALES CODE COMPARISON (AR0306)

This option provides a Bar Graph or Pie Chart comparing either MTD or YTD sales for up to twelve (12) specified sales codes.

This option will enable you to compare the Sales Code amounts based on either the current Month-To-Date sales or Year-to-Date sales. You will be allowed to select up to twelve Sales Codes to compare and also the basis (*MTD or YTD*). After selecting the Sales Codes and specifying the basis, you may display the graph in either a Bar Graph or Pie Chart format.

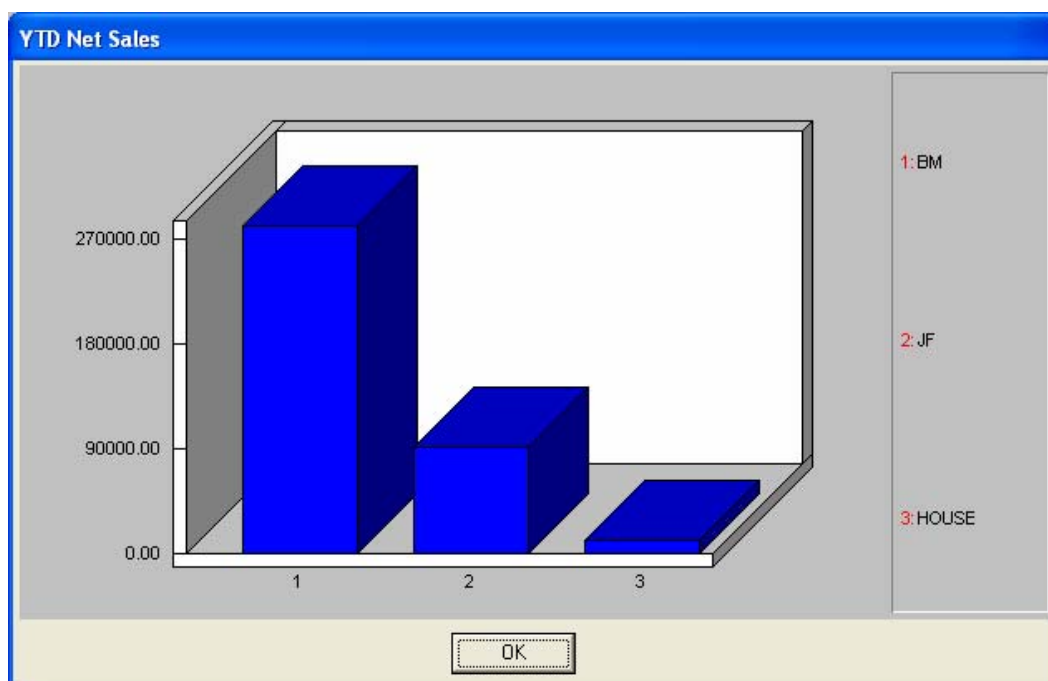


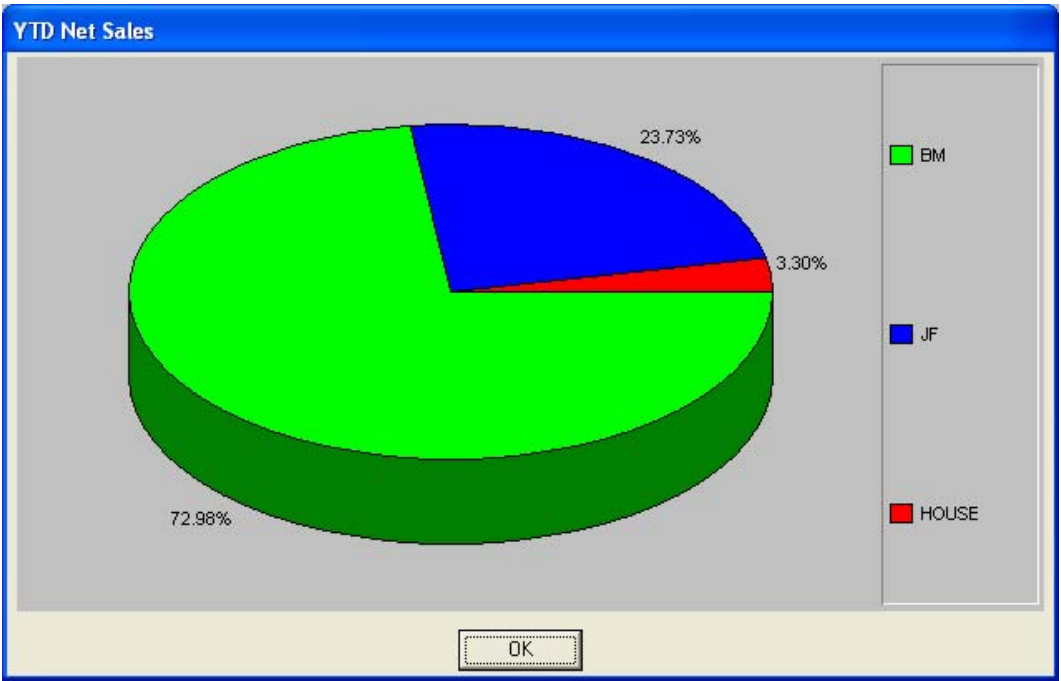


## SALESMAN RANKING (AR0307)

This option provides a Bar Graph or Pie Chart ranking the top twelve (12) salesmen based on **MTD** or **YTD** sales.

This graph is particularly useful in quickly determining your top twelve salesmen for either the current month or the entire accounting year. You may select a range of salesmen to use in the ranking and also the basis (*MTD or YTD*). You may then specify whether you would like a Bar Graph or Pie Chart format. The top twelve salesmen will be displayed before the graph is generated so that you may know which salesmen are included on the graph.





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